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ABSTRACT

In using this directory to locate a specific item of information, consult the index. Choose the most specific key word you can think of rather than a general term. To get an idea of the type of information gathered by, or publications produced by a given department, check the Table of Contents for the name of the agency and the inclusive paging. The listings here are not intended to be publications currently available (1971). Since a standard listing form was not supplied to the contributors, this directory is not in standard bibliographic form. Not all of the information is readily available to the public or even to state officials. Consult the "format" column for an indication of availability. Items marked "confidential" are usually not available. Many items listed here are not published in print form but rather are in the form of punched cards, computer tape, disc packs, etc. Readers must make the necessary arrangements to use unconventional forms. To obtain copies of published material, call or write the agency in question. (Author/NH)

ED 072797

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DIRECTORY of informational and statistical SOURCES

preliminary edition

compiled & edited for the

Governor's Task Force on Policy Data
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by Ted Kneebone
director of policy information
and
Dorianne Snodgrass
assistant, office of policy information

LI 004 150

pierre, s. dak. 57501 + office of policy information + august 1971
s.dak. state planning agency

MESSAGE FROM GOVERNOR RICHARD KNEIP

On March 24, 1971 I signed the Executive Order establishing the Governor's Task Force on Policy Data.

The Task Force is charged with these responsibilities:

1. Review data collection and dissemination activities of each department in state government.

2. Consider establishment of a central data clearinghouse to provide selected information to the Legislative, Executive, and Judicial branches of state government, as well as to the general public.

3. Recommend to the Governor organizational changes as may be necessary to establish a coherent flow of information from sources within state, federal, and local governments to officials who may require a factual basis for public policy decisions.

4. Consider the potential value of a professional in-house quantitative analyst who could satisfy the demand for statistical services.

The Task Force on Policy Data has met three times since its establishment and has confronted most of the problems oultined in the Executive Order.

Here is a brief report on their progress thus far:

A. Central library or clearinghouse of information for use by officials of state government: a needs study is currently in progress and preliminary steps have been taken to organize such a facility.

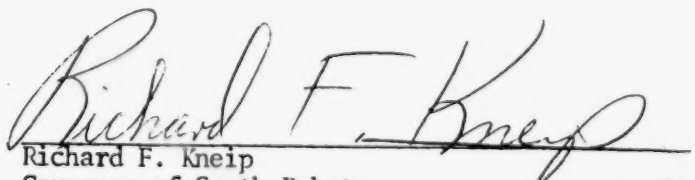
B. Confidentiality of certain information: this question is one which will not be solved easily and may ultimately require legislative action.

C. Key word or subject heading system: this has been developed through the efforts of the Planning Agency. Another type of coding system is used in the index of this Directory.

D. Formulation of short- and long-term objectives: these are being considered thoughtfully by the Task Force and will be published as soon as the needs survey is complete.

E. A directory or bibliography of state informational and statistical sources, as well as studies in progress should be published: that document is the Directory of Informational and Statistical Sources.

I hope that this initial step in gaining control of our state's information sources and getting the most mileage out of them and the tax dollars they represent will be but a prelude to the harnessing of our entire state's unique storehouse of knowledge.



Richard F. Kneip
Governor of South Dakota

September 2, 1971

HOW TO USE THIS DIRECTORY

1. To locate a specific item of information, consult the index. Choose the most specific key word you can think of rather than a general term. In other words, if you are searching for a publication or data on "chemosterilants", look up "chemosterilants" rather than "chemistry".
2. If you want to get some idea of the type of information gathered by, or publications produced by a given department, check the Table of Contents for the name of the agency and the inclusive paging.
3. The listings here are not intended to be comprehensive or retrospective. They represent information and publications currently available (1971). Two excellent retrospective lists (using standard bibliographic format) have been published:
   Krueger, Ruth Caroline: South Dakota state publications. U. of Illinois, 1936 (unpublished MA thesis)
   Helgeson, Estella: "South Dakota state documents" in South Dakota Library Bulletin, April-June 1969, vol. 55 no. 2.
4. Since a standard listing form was not supplied to the contributors, this directory is not in standard bibliographic form. Subsequent editions will be more complete in this respect.
5. Not all the information is readily available to the public or even to state officials. Consult the "format" column for an indication of availability. Items marked "confidential" are usually not available. Many items listed here are not published in print form but rather are in the form of punched cards, computer tape, disc packs, etc. We leave it to our readers to make the necessary arrangements to use unconventional forms.
6. To obtain copies of published material, call or write the agency in question.

DIRECTORY OF AGENCIES LISTED

AERONAUTICS Commission
State Office Bldg. #1, 1st floor
Pierre, S. Dak. 57501
224-3575

S. Dak. Department of AGRICULTURE
State Office Bldg. #1, 3rd floor
Pierre, S. Dak. 57501
223-3375

S. Dak. Division of ALCOHOLISM
State Office Bldg. #2, 2nd floor
Pierre, S. Dak. 57501
224-3459

S. Dak. Department of AUDITS & ACCOUNTS
Capitol Bldg., 2nd floor annex
Pierre, S. Dak. 57501
224-3595

Department of BANKING & FINANCE
(& Superintendent of BANKS)
Capitol Bldg., 3rd floor annex
Pierre, S. Dak. 57501
224-3421

BRAND BOARD
State Office Bldg. #2, 1st floor
Pierre, S.Dak. 57501
224-3324

Board of CHARITIES & CORRECTIONS
Capitol Bldg., 1st. floor annex
Pierre, S. Dak. 57501
224-3258

State of S. Dak. Division of
CRIMINAL INVESTIGATION
Capitol bldg., 3rd floor annex,
Suite 305
Pierre, S. Dak. 57501
224-3331

EMPLOYMENT SECURITY Division
607 North 4th Street
Aberdeen, S. Dak. 57401
622-2329

State ENGINEER
State Office Bldg. #2, Suite 205
Pierre, S. Dak. 57501
224-3466

State of S. Dak. FIRE MARSHAL Department
Insurance Bldg., 300 Block, North Nicollet
Pierre, S. Dak. 57501
224-3562

Department of GAME, FISH & PARKS
State Office Bldg. #1, 2nd floor
Pierre, S. Dak. 57501
224-3387

Department of Public HEALTH
State Office Bldg. #2, 3rd floor
Pierre, S. Dak. 57501
224-3361

Department of HIGHWAYS
Highway Bldg.
Pierre, S. Dak. 57501
224-3265

Department of HISTORY
S. Dak. State HISTORICAL Society
Soldiers & Sailors Memorial Bldg.
Pierre, S. Dak. 57501
224-3293

INDUSTRIAL DEVELOPMENT & EXPANSION Agency
State Office Bldg. #2
Pierre, S. Dak. 57501
224-3307

Department of Public INSTRUCTION
Capitol Bldg., 1st floor
Pierre, S. Dak. 57501
224-3243

Department of INSTRUCTIONAL TELEVISION
Motor Vehicle Bldg., 218 West Capitol,
3rd floor
Pierre, S. Dak. 57501
224-3261

S. Dak. INSURANCE Commission
Insurance Bldg., North Nicollet
Pierre, S. Dak. 57501
224-3563

Department of LABOR & MANAGEMENT RELATIONS
Old Post Office Bldg.
Pierre, S. Dak. 57501
224-3681

State LEGISLATIVE RESEARCH Council
Capitol Bldg., 3rd floor annex
Pierre, S. Dak. 57501
224-3557, 224-3251

State LIBRARY Commission
322 S. Fort Street
Pierre, S. Dak. 57501
224-3519

S. Dak. State LIVESTOCK SANITARY Board
State Office Bldg. #2, Rooms 217, 219
Pierre, S. Dak. 57501
224-3321

Department of MILITARY AFFAIRS
S. Dak. Air National Guard
Headquarters SDARNG - Camp Rapid
Rapid City, S. Dak. 57701
394-2211

S. Dak. Commission of MENTAL
HEALTH & MENTAL RETARDATION
Equitable Bldg., Suite 6 - 116 N. Euclid
Pierre, S. Dak. 57501
224-3438

S. Dak. MERIT SYSTEMS Council
Capitol Bldg., 1st floor
Pierre, S. Dak. 57501
224-3517

MOTOR VEHICLE Division
Motor Vehicle Bldg., 218 West Capitol
Pierre, S. Dak. 57501
224-3325

S. Dak. Division of OLD AGE & SURVIVORS INSURANCE
Capitol Bldg., Basement annex
Pierre, S. Dak. 57501
224-3325

State PLANNING AGENCY
Capitol Bldg., 2nd floor annex,
Suite A 206
Pierre, S. Dak. 57501
224-3661

PURCHASING & PRINTING Division
Capitol Bldg., 1st floor
Pierre, S. Dak. 57501
224-3405

RECORDS MANAGEMENT Division
Truck Bypass
Pierre, S. Dak. 57501
224-3589

Board of REGENTS
Capitol Bldg., 1st floor annex
Pierre, S. Dak. 57501
224-3455

S. Dak. RETIREMENT Offices (Municipal & Teacher)
Sahr Bldg., 222 East Capitol
Pierre, S. Dak. 57501
224-3305
---------- (Public employees)
Capitol Bldg., 3rd floor
Pierre, S. Dak.
224-3658

S. Dak. State Department of REVENUE
Capitol Bldg., 4th floor annex
Pierre, S. Dak. 57501
224-3311

Department of SCHOOL & PUBLIC LANDS
Capitol Bldg., 2nd floor, Rooms 208, 212
Pierre, S. Dak. 57501
224-3303

SECURITIES Commission
Capitol Bldg., 1st floor annex
Pierre, S. Dak. 57501
224-3241

SUPREME COURT
Capitol Bldg., E. Wing, 1st & 2nd floors
Pierre, S. Dak. 57501
224-3511

TRAVEL Commission
Highway District #4 Office, Truck Bypass
Pierre, S. Dak. 57501
224-3409

State TREASURER
Capitol Bldg., 1st floor
Pierre, S. Dak. 57501
224-3318

Public UTILITIES Commission
Capitol Bldg., 1st floor
Pierre, S. Dak. 57501
224-3206

Service to the VISUALLY IMPAIRED
Sahr Bldg., 222 E. Capitol
Pierre, S. Dak. 57501

Division of VOCATIONAL-TECHNICAL EDUCATION
SDREA Bldg., 222 W. Pleasant Drive,
Basement
Pierre, S. Dak. 57501
224-3423, 224-3437

Division of VOCATIONAL REHABILITATION
804 North Euclid
Pierre, S. Dak. 57501
224-3346

WATER RESOURCES Commission
State Office Bldg. #2, 2nd floor
Pierre, S. Dak. 57501
224-3584

Department of Public WELFARE
State Office Bldg. #1
Pierre, S. Dak. 57501
224-3491

LIST OF AGENCIES NOT INCLUDED IN THIS DIRECTORY

The following is a list of agencies which, for one reason or another, are not included in the body of the Directory.

The departments marked with an asterisk (*) submitted information which will more appropriately be included in a different type of directory to be published later. In a few cases, the information supplied was incomplete.

In some cases the original letter may have been sent to the wrong address. Some agencies that neither publish nor gather data may have elected not to respond. When the next edition of this Directory is published, we hope to have a larger percentage of contributors.

ABSTRACTORS Board of EXAMINERS
South Dakota Board of ACCOUNTANCY
Department of ADMINISTRATION
South Dakota AIR POLLUTION CONTROL Commission
ARCHEOLOGICAL Commission
ATHLETIC Commission
* ATTORNEY GENERAL

Board of BARBER EXAMINERS
BICENTENNIAL Commission
South Dakota BOUNDARY Commissions (Nebraska, Iowa, Minnesota)
Office of the BUDGET
South Dakota BUILDING Authority

Board of CANVASSERS
CAPITOL GROUNDS & BEAUTIFICATION Commission
State CEMENT Commission
Governor's Committee on CHILDREN & YOUTH
Board of CHIROPRACTIC EXAMINERS
* CIVIL AIR PATROL
Board of Directors of South Dakota CONSERVATION DISTRICTS
Board of COSMETOLOGY

American DAIRY Association
DAIRY PRODUCTS MARKETING Commission
Board of DENTISTRY

State Board of Directors for EDUCATIONAL TELEVISION
South Dakota ELECTRIC MEDIATION Board
State ELECTRICAL Board
Advisory Commission on EMPLOYMENT OF THE HANDICAPPED
State Board of ENGINEERING & ARCHITECTURAL EXAMINERS
Board of EQUALIZATION

FAIR Board
State Board of FINANCE
State FINE ARTS Council
State Board of FUNERAL SERVICE

GOVERNOR

South Dakota State Board of HEARING AID DISPENSERS
Commission on HIGHER EDUCATION FACILITIES
HIGHWAY Commission
* Department of HIGHWAYS: MAINTENANCE Division
Department of HORTICULTURE
Commission on HUMAN RELATIONS

LIEUTENANT GOVERNOR
Advisory Public LANDS Committee
South Dakota LAW ENFORCEMENT OFFICERS RETIREMENT Board
LICENSE PLATE Board

Midwestern Board for MEDICAL & ALLIED HEALTH EDUCATION
State Board of MEDICAL & OSTEOPATHIC EXAMINERS
MEDICAL Panel
State Commission for MENTALLY RETARDED
State MINE INSPECTOR
MOTOR VEHICLE RECIPROCITY Commission

State Board of NURSING
State Board of Examiners for NURSING HOME ADMINISTRATORS

State OIL & GAS Board
State Board of Examiners in OPTOMETRY

Board of PARDONS & PAROLES
State PLUMBING Board
State Board of PODIATRY EXAMINERS
State POLICE CIVIL SERVICE Commission
South Dakota PROFESSIONAL PRACTICES Commission

RACING Commission
REAL ESTATE Commission
RECORDS DESTRUCTION Board

Commission on SALARIES OF ELECTIVE STATE OFFICIALS
State Board of SANITARIAN REGISTRATION
State Board of Examiners in the basic SCIENCES
Secretary of STATE
State SURPLUS PROPERTY Committee

TEACHERS' RETIREMENT System Liquidation Fund

Commission on UNIFORM LEGISLATION

VERENDRYE MEMORIAL Commission
VETERANS Department
State Board of VETERINARY MEDICAL EXAMINERS

Committee on WATER POLLUTION
State Board of Certification of Public WATER SUPPLY & WASTEWATER SYSTEMS OPERATORS
WEATHER CONTROL Commission
Reseach & Market Developmental Commission on WHEAT UTILIZATION

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Title/description	Frequency	Format
south dakota AERONAUTICS commission		
Report	Biennial	Published
Contents:		
Aircraft utilization		
Aircraft of pilot registration fees and taxes collected		
Agricultural aerial spray report		
Aviation fuel tax		
General aviation fuel tax collection		
Federal aid airport program		
Information regarding every airport in the state	?	?
south dakota department of AGRICULTURE		
South Dakota weekly crop & livestock report	Weekly	Published
Prices monthly	Monthly	Published
Contents:		
Average prices for all agricultural goods		
Livestock slaughter	Monthly	Published
Contents:		
Comparison between South Dakota and the United States of the number of livestock slaughtered monthly		
Milk production economic newsletter	?	Published
Contents:		
Milk production & milk price		
Livestock & poultry inventory	Annual ?	Published
Contents:		
Number and value of livestock in South Dakota as of January 1		
Sheep and lambs on feed	?	Published
Hogs and pigs	?	Published
Contents:		
Inventory of hogs and pigs		
Sows farrowing		
Pig crop		
Economic newsletter	?	Published
Contents:		
Potato stocks and production		
Western range & livestock	?	Published
Contents:		
General conditions of livestock in range for the Western part of South Dakota		
Chicks hatched and egg production economic letter	?	Published
Stocks of grains in all positions of South Dakota and the nation	?	Published
Contents:		
Breakdown of the estimated production of all grains in the state in comparison to the nation		
Cattle on feed	?	Published
Contents:		
Number of cattle and calves on grain feed in South Dakota for the slaughter market		

AGRICULTURE (continued)

Title/description	Frequency	Format
South Dakota Department of Agriculture livestock reporting service	Annual	Published
Contents:		
Weather		
Crops		
Livestock and poultry		
south dakota division of ALCOHOLISM		
Alcoholism Treatment Statistics	Annual	Published
Contents:		
Number of admissions to hospitals		
Number of readmittances		
Percentage of readmittances		
south dakota department of AUDITS and ACCOUNTS		
Audit reports	?	?
Minutes of all state boards and commissions	?	?
Surety bonds		
Financial reports		
Contents:	Quarterly	?
Municipal	Annual	?
State agencies	Monthly	Microfilm
Accounting manuals	?	Published
department of BANKING and FINANCE		
Report	Biennial	Published
Contents:		
Official roster of department		
List of former superintendents of banks		
Expenses of the department		
Persons employed		
State banking and savings and loan board members and expenses		
Capital increase		
List of members of Federal Reserve Branches		
Applications and conversions of state banks and savings and loans		
Abstracts for all past years as of June 30 each		
Current abstracts for biennial year		
List of each state chartered bank with officers and directors		
Comparative abstract for biennial		
Stockholders and stock for that period		
List of each savings and loan with one year abstract		
Officers and directors of each savings and loan		
State of South Dakota - Department of Banking and Finance - Small Loan Division	Annual	Published

BANKING and FINANCE (continued)

Title/description	Frequency	Format
State of South Dakota - Department of Banking and Finance - Small Loan Division (continued) Contents: Consolidated report of all small loan licensees Assets Liabilities Income - expenses Classification by size and type of security	Annual	Published
Consolidated Abstract of State Savings and Loan Associations Contents: Total consolidated figures of assets and liabilities Number of associations	Semi-annual	Published
Comparative Abstract showing report of condition of State Banks Contents: Total consolidated figures of bank assets and liabilities Number of banks Increase and decrease Percentage of assets for date of call and previous date of call	3 times, but usually 4 times a year as Federally required	Published

state of south dakota superintendents of BANKS

Report Contents: Financial condition of state banks Financial condition of trust companies	Biannual	Published

BRAND board

Registration and record of all livestock brands in South Dakota	?	?

board of CHARITIES and CORRECTIONS

Payroll and population report Personnel changes Contents: Salary adjustments Classification changes Employment and release of personnel	Monthly	?
Local and endowment report Contents: Financial statement of local and endowment funds Changes in total dollar figures throughout month	?	?
Report Contents: Yankton State Hospital report Redfield State Hospital and School/Custer State Hospital	Biennial	?

CHARITIES and CORRECTIONS (continued)

Title/description	Frequency	Format
Report (continued) State Penitentiary State Training School Youth Forestry Camp State Veterans' Home	Biennial	?

CIVIL AIR PATROL - Information Incomplete

south dakota state CONSERVATION commission

Organization, addition of territory for each Conservation District	?	?
Supervisor election and terms of office of each of 350 elected supervisors	?	?
Conservation district long range and annual programs of work	?	?
Conservation district reports	Annual	Published
Conservation district audits	Annual	?
Minutes of district board meetings	?	?
Watershed applications for planning assistance - field examination reports	?	?
Watershed district organization by conservation district	?	?
Watershed development plans		
Resource conservation and development project applications for planning assistance	?	?
Type IV River Basin surveys	?	?
Soil survey reports and progress data	?	?
Conservation needs inventory data	?	?
Progress reports from Soil Conservation Service	Annual	?
Complete record of all surface mining operations and reclamation status of each	(in progress as of July, 1971)	

state of south dakota division of CRIMINAL INVESTIGATION

Total number of criminal arrests where person was fingerprinted	?	?
Fingerprints	?	Cards
Contents: White male White female Indian male Indian female Juvenile male Juvenile female		
Arrests broken down into sixteen most common felonies by month of occurrence	?	?
Arrests broken down into seven most common misdemeanors, also by month of occurrence	?	?
Record is kept of number of those with prior arrests	?	?

CRIMINAL INVESTIGATION (continued)

Title/description	Frequency	Format
Number of police officers attending general law enforcement training course	?	?
Number of police officers attending immediate supervisors' training course	?	?
Number of police officers attending police management course	?	?
Complete record number of police officers completing firearms course	?	?
Number of police officers taking area first aid courses offered by division	?	?
EMPLOYMENT SECURITY division		
Continuous wage and benefit history program	Annual	?
Contents:		
Unemployment insured covered workers as compared with the average monthly covered employment by industry		
Unemployment covered workers by annual wages		
Unemployment covered workers by high quarter wages		
Unemployment insurance covered workers and claims experienced by industry		
Unemployment insured covered workers by amount of annual earnings in all industries		
Unemployment insurance covered workers by number of quarters of earnings		
Percent distribution of unemployment insurance covered workers by number of quarters of earnings		
Unemployment insurance covered workers by amount of high quarter earnings in all industries		
Percent of covered workers with annual earnings under $600 and $200 for industry on last job		
Manpower Development Training Act, occupational survey and training need broken down by county and industry	Annual	?
Contents:		
Current employment		
Expansion demands to December 1971		
Replacement demands to December 1971		
Current job agencies		
Total demand to December 1971		
Job ready active file, December 1971		
Two years net shortage or surplus		
Employment Service Automatic Reporting System	Monthly	?
Contents:		
Job ready applicants at the beginning of the period		
Employability development of applicants at the beginning of the period		
New applicants		
Renewals		

EMPLOYMENT SECURITY (continued)

Title/description	Frequency	Format
Employment Service Automatic Reporting System (continued)	Monthly	?
Applicants available during the period		
Counseling interviews		
Tests administered		
Referral to supplementary service		
Enrolled in orientation		
Enrolled in training		
Manpower Development Training Act (MDTA) institutional		
MDTA on-the-job training		
Neighborhood Youth Corps (NYC) in school and summer		
NYC out of school		
Job Corps		
Work Incentive (WIN) component		
Concentrated Employment Program (CEP) component		
Operation mainstream		
New careers		
Return to formal school		
Those placed		
Non-agricultural		
Agricultural		
Follow-up contacts		
Placed in inactive file		
Positive term service includes placement and enrollment training		
Service other than positive term includes referral to job, referral to supportive service, enrollment in orientation, counseling, testing, job development, and contacts		
No service, includes new applicants, renewal, and subsequent applicant interviews		
Job ready applicants the end of the period		
Employability developed applicants end of period		
Vital statistics of all applicants		
Placement form for registered and non-registered individuals by type	?	?
Contents:		
Vital statistics of applicants		
Placement and referral of registered individuals	?	?
Contents:		
Intake		
Vital statistics of individuals		
Weeks of unemployment		
Employability development		
Barriers to employment		
Welfare		
Programs, participated in		
Counseling and Referral to Supportive Services Provided Registered Individuals	?	?
Contents:		
Individuals interviewed for counseling		

EMPLOYMENT SECURITY (continued)

Title/description	Frequency	Format
Counseling and Referral to Supportive Services Provided Registered Individuals (continued)	?	?
Group session		
Individuals referred to supportive services		
Registered individuals place in last regular job by industrial and occupational category and division	?	?
Source of intake by programs participated in	?	?
Job openings by occupation broken down into total agricultural and non-agricultural; non-agricultural; agricultural; special class of openings	?	?
Registered individuals - disadvantaged, placed in last regular job by industrial and occupational category and division	?	?
Assistance to former JOB Corpsmen	?	?
Contents:		
Applications for assistance		
Determined educationally unqualified		
Referred to training		
Declined assistance		
Applications for summer use services	?	?
Contents:		
New Applications		
Renewals		
Subsequent Applicant Interview		
Counseling interview		
Tests administered		
Job referrals		
Placement		
Referrals to training		
Agricultural apprenticeship holding office acceptance		
Placement by times place, occupational categories and divisions, registered and non-registered applicants	?	?
Plan of service statistical data summary		
Contents:		
Applicants available		
Enrolled in training		
Placement		
Vital statistics of individual		
Plan of service statistical data summary reflecting utilization of the Work Incentive (WIN) program	?	?
Plan of service statistical data summary reflecting utilization of programs in the rural situation	?	?
South Dakota Manpower Planning Report	Annual	Published
Contents:		
Description of state or area		
Employment developments and outlook by industry		
Employment developments and outlook by occupation		

EMPLOYMENT SECURITY (continued)

Title/description	Frequency	Format
South Dakota Manpower Planning Report (continued) Recent trends in employment Universe of need for manpower services Characteristics of disadvantaged Characteristics of individuals other than the disadvantaged in the universities need for manpower services Barriers to employment of the disadvantaged	Annual	Published
Unfilled job openings by selected occupations Contents: List of unfilled job openings by occupation within each of the spheres of influence of the individual local Employment Security offices	Monthly	?
Labor Bulletin Contents: Report on civilian work force trends in South Dakota, statewide Report on hours and earning trends of production workers in selected groups in South Dakota, statewide Labor turnover rates Job opening rates Analysis of current labor statistics in the Sioux Falls metropolitan area Unemployment Hours and earnings Civilian work force trends summary in the Sioux Falls metropolitan area Report on hours and earnings trends of production workers in selected groups for Sioux Falls metropolitan area Labor turnover rates in Sioux Falls metropolitan area Job opening rates for Sioux Falls metropolitan area	Monthly	?
South Dakota Experience Rating Report Contents: Estimated tax due in present calendar year by industry Rate comparison by year by percent of accounts in each rate group Taxable payroll, all accounts Present taxes compared to past year rate groups, all accounts Expected income in present year by industry, positive accounts Expected revenue in present year by industry, overdrawn accounts Employers' account balances as of end of past year Average account balance	Annual	?
Basic Labor Force Statistics Contents: Civilian work force estimates	Annual	Published

EMPLOYMENT SECURITY (continued)

Title/description	Frequency	Format
Basic Labor Force Statistics (continued) Total covered employment and average weekly wages for covered employees for the following counties: Beadle, Brookings, Brown, Butte, Charles Mix, Clay, Codington, Custer, Davison, Fall River, Hughes, Lake, Lawrence, Meade, Minnehaha, Pennington, Roberts, Shannon, Todd, Tripp, Walworth, Yankton Total civilian work force Total unemployment Breakdown of average weekly earnings by quarters for the following industries: agricultural services; mining and quarrying; contract construction; manufacturing; transportation, communication, and public utilities; wholesale trade; retail trade; total trade; finance, insurance and real estate; service and miscellaneous	Annual	Published
Basic Labor Force Statistics are also available for: Bon Homme, Brule, Buffalo, Corson, Day, Dewey, Hutchinson, Lincoln, Mellette	?	Unpublished
South Dakota Manpower Challenge of the Sixties Contents: South Dakota population growth for the next decade Gross national product of the United States for the next decade Young persons reaching eighteen annually in South Dakota Population trends in the United States and South Dakota South Dakota labor force growth Labor force changes in South Dakota National labor force Percent of women in each age group in South Dakota labor force Percent of women in each age group in national labor force Trends in employment in South Dakota Trends in national employment Industry growth in South Dakota National industry growth in South Dakota Employment by occupation in South Dakota Number of workers Average years of school completed by those now in the labor force Percent changes in employment, South Dakota Percent changes in employment, United States School enrollments in South Dakota School enrollments in United States School grades of youth leaving before high school graduation	Decennial	Published
Current South Dakota Labor Force Balance Sheet Contents:	Annual	Published

EMPLOYMENT SECURITY (continued)

Title/description	Frequency	Format
Current South Dakota Labor Force Balance Sheet (continued) Average weekly earnings, hours worked, hourly rates for total private non-agricultural and salary; manufacturing, lumber and wood products, fabricated metals and machines; food and kindred products: meat products; paper, printing and publishing; mining and quarrying; contract construction; transportation, communication and public utilities; trucking and warehousing; communications and public utilities; wholesale and retail trade; automobile dealers and service stations; finance, insurance and real estate; banking; service and miscellaneous	Annual	Published
Characteristics of the insured unemployed Contents: Vital statistics of insured unemployed Occupational total Current duration of unemployment	Annual	Published
Insured unemployment rates by industry	Monthly	Chart
Summary by industry of benefits paid, employment, wages and contributions subject to South Dakota Employment Security Law Contents: Agricultural, fisheries, forestries Mining and quarrying Total contract construction Building construction Highway and heavy construction Special trade construction Manufacturing food and kindred products Wholesale and retail trade Finance, insurance and real estate Service and miscellaneous Non-charge benefits Other states broken down into: taxable wages; total wages; ratio of taxable to total wages; total benefits paid in fiscal year; benefits as a percent of taxable wage; benefits as a percent of total wages; present calendar year employer contributions, contributions as a percent of taxable wages; contributions as a percent of total wages; average annual earnings; average weekly earnings; average covered employees; benefit costs per person covered job; contributions paid per covered job	Annual	Published
Average weekly earnings, average weekly hours and average hourly rates Contents: Breakdown of a comparison between the United	?	Published

EMPLOYMENT SECURITY (continued)

Title/description	Frequency	Format
Average weekly earnings, average weekly hours and average hourly rates (continued) States and South Dakota economies reflected in average weekly earnings, average weekly hours, and average hourly rates	?	Published
Mid-month insured unemployment rates by local offices Contents: Monthly breakdown of uninsured employment rates by local area offices, compared to last year's statistics Weekly unemployment insurance status compared to last year's statistics	Annual	Published
Employees covered by state unemployment insurance by industry and county Contents: Mining and construction Manufacturing Transportation, communication and public utilities Wholesale and retail trade Finance, insurance and real estate Services	Annual	Chart
Disqualifications from unemployment insurance the past year under the South Dakota Employment Security Law Contents: Personal characteristics of all disqualified claimants Characteristics of claimants disqualified for voluntary quit Voluntary quit disqualification by reason Refusal of suitable work disqualification by reason Voluntary quit disqualification by industry and weeks disqualified All disqualifications by weekly benefit amount Voluntary quit disqualified claimants by time lapse and week disqualified Misconduct disqualified by time lapse and weeks disqualified	Annual	Published
Report of Benefit Activities Contents: Breakdown by area of unemployment insurance claims according to intra-state claims, inter-state claims and total payments	Monthly	Published
Employment Security Report on unemployment insurance contributions by quarters Contents: Employment broken down according to quarter and industry Total amount of wages broken down according to	?	?

EMPLOYMENT SECURITY (continued)

Title/description	Frequency	Format
Employment Security Report on unemployment insurance contributions by quarters (continued) quarter and industry Total amount of taxable wages broken down according to quarter and industry Amount of contributions according to quarter and industry	?	?
Employment Security Automatic Reporting System changes for fiscal year 1972	?	?

state ENGINEER

Building specifications for all state buildings	?	?
All contracts let for state buildings	?	?

state of south dakota FIRE MARSHALL department

Fire chief reports	?	?
Public building inspections and licenses	?	?
Fireworks licenses	?	?
School inspections	?	?
Fire investigations	?	?

department of GAME, FISH and PARKS

Pheasant studies Contents: Rural mail carriers' spring game survey Aerial winter pheasant census Winter pheasant sex ratio survey Winter pheasant mortality survey Upland game and dove harvest survey Waterfowl harvest survey Pheasant reproduction survey Pheasant bag check	Annual	Published
Deer and antelope studies Contents: Questionnaire to ranchers and aerial census to determine spring deer population trend in Black Hills Usage and improvement of pellet group counts to determine deer numbers and trend of deer numbers in Black Hills Analysis of deer hunter report card return Spring browse utilization survey Spring inventory of antelope in South Dakota Locker and field checks of antelope and analysis of hunter report card data	Annual	Published
Turkey studies Contents:	Annual	Published

GAME, FISH and PARKS (continued)

Title/description	Frequency	Format
Turkey studies (continued) Turkey hunter report card analysis Black Hills turkey brood survey	Annual	Published
Prairie grouse studies Contents: Winter trapping and banding of prairie grouse Prairie grouse brood survey Spring prairie grouse census Prairie grouse bag check	Annual	Published
Waterfowl Contents: Aerial fall waterfowl survey of the Missouri River and vicinity	Annual	Published
Pheasant study area investigations Contents: Intensive spring and summer pheasant sight-record surveys Statistical evaluation of sight-record data	Annual	Published
Pheasant reproduction as related to viral encephalitis Contents: Isolate and identify encephalitis viruses from insect and arthropod carriers Encephalitis virus virulence assays and virus transmission Pheasant mortality or disability caused by encephalitis Effects of encephalitis upon pheasant egg production, fertility, and hatching success	Annual	Published
Epizoatic hemorrhagic deer disease study Contents: Distribution of EHD in South Dakota deer according to counties and by sex and age Prevalence of EHD virus reservoirs in the state among wild and domestic animals Isolation and identification of EHD virus strains present in organs, feces, urine, and blood of wild deer Susceptibility of deer to various EHD virus strains as determined by experimental studies of artificially infected animals Collection and analysis of information of complete virus cycles in various domestic and wild animals EHD virus transmission studies Method for diagnosing EHD in the field	Annual	Published
Black Hills turkey research Contents: Ecology of the wild turkey in the Black Hills Census techniques investigations	Annual	Published
Pheasant reproduction and survival as related to		

GAME, FISH and PARKS (continued)

Title/description	Frequency	Format
Pheasant reproduction and survival as related to agricultural fertilizer use (continued) Contents: Fertilizer effect on adult pheasants Fertilizer effect on pheasant reproduction and on young pheasants	Annual	Published
Evaluation of high plains experimental point system duck season Contents: Hunter harvest, participation and sex and age of bag Aerial and ground surveys Hunter performance survey	Annual	Published
Pheasant nesting preference study	Annual	Published
Blue grouse introduction Contents: Success evaluation of blue grouse plant Source check for blue grouse	Annual	Published
Foreign and domestic game bird introduction Contents: Complete ecological appraisal forms Stocking and evaluation of new game bird introductions	Annual	Published
Investigations into the use of aspen by wildlife Contents: Overstory and understory production Deer usage	Annual	Published
Relationship of red foxes and other predators to populations of ring-necked pheasants and other prey Contents: Small carnivore control Population indices of predator and prey species Fox food habits Effect of intensive fox control upon fox litter size Effect of predator control upon pheasant nesting success	Annual	Published
Mobility of South Dakota prairie deer between Badlands National Monument and surrounding areas Contents: Winter trapping and marking of deer	Annual	Published
Use of stupefacient and tranquilizer drugs for capturing and handling pheasants Contents: Determine effectiveness of drug metomidate for subduing pheasants for capture and handling purposes	Annual	Published
Banding and band analysis of migratory birds Contents: Banding programs Band recovery analysis	Annual	Published
Investigations into rearing and restoration of breeding Canada geese in South Dakota	Annual	Published

GAME, FISH and PARKS (continued)

Title/description	Frequency	Format
Investigations into rearing and restoration of breeding Canada geese in South Dakota (continued) Contents: Goose propagation Free-flyer release program Evaluation of all phases of Canada goose Restoration program	Annual	Published
Wetland inventory of Miner County	Annual	Published
Prairie grouse in South Dakota Contents: Summary of prairie grouse P-R reports Description of surveys and research in South Dakota	Annual	Published
Use of electrophoresis to determine sub-populations of pheasants in South Dakota	Annual	Published
Deer and livestock range competition in the Black Hills as measured by exclosures Contents: Measurements of vegetation on the inside and outside of permanent exclosures Measurements of vegetation inside and outside of temporary exclosures	Annual	Published
Evaluation of chemosterilants as reproductive inhibitors of raccoons in eastern South Dakota Contents: Effect of chemosterilants on penned raccoons Techniques of bait distribution Field evaluation of chemosterilants	Annual	Published
Applications for permit for control of aquatic nuisances	?	?
Commercial fishing information and recommendations	?	?
Commercial fishing contract for rough fish removal	?	?
Rough fish removal permit	?	?
Special fishing equipment	?	?
Commercial fishing work sheet	?	?
Experimental goldeye fisheries	?	?
Farm pond fish eradication - request form	?	?
Farm pond fish eradication - permit	?	?
Hatchery work sheet	?	?
Application for private fish hatchery license	?	?
Retail minnow dealer license - application	?	?
Wholesale minnow dealer license - application	?	?
Minnow transportation permit	?	?
Hoop net license survey	?	?
Setline license survey	?	?
Cooperative fish rearing pond agreement	?	?
Cooperative fishing access agreement	?	?
Trout stocking agreement for private ponds	?	?
Private stock dams	?	?
Stocking record	?	?
Stream and lake rehabilitation, pre-treatment survey	?	?

GAME, FISH and PARKS (continued)

Title/ description	Frequency	Format
Stream and lake rehabilitation, post-treatment survey	?	?
Netting summary sheet	?	?
Length frequency distribution	?	?
Temperature, chemical, and oxygen survey	?	?
Winter oxygen tests	?	?

department of public HEALTH

Communicable and venereal disease control Contents: Illness (ICDA Code) Date of diagnosis Patient identification number City zip code County of residence Vital statistics of patient Physician license number Physician type Laboratory confirmation Report date	?	Computer tape
Venereal disease epidemiologic report	Monthly & Quarterly	Punch card
Interstate communications concrol record Contents: List of all non-resident early syphilis contacts and suspects	?	?
Tuberculosis report Contents: Vital statistics of new cases, suspects, contacts, and reactors	?	?
Family and household contacts Contents: Vital statistics of new cases, suspects, contacts and reactors	?	?
Tuberculosis examination Contents: Vital statistics of patient	?	?
Tuberculosis patient control form Contents: Vital statistics of patient	?	?
South Dakota tuberculosis control program Contents: Vital statistics of patient	?	?
South Dakota tuberculosis contact and associate control program Contents: Vital statistics of patient	?	?
South Dakota tuberculosis tuberculin reactor program Contents: Vital statistics of patient	?	?

HEALTH (continued)

Title/description	Frequency	Format
South Dakota tuberculin testing individual reactor data Contents: Vital statistics of patient	?	Card
Interstate reciprocal notification of disease Contents: State Health Department and address Disease Vital statistics of patient State patient was infected in Condition of patient	?	?
South Dakota State Board of Health report Contents: Vital statistics of patient Vital statistics of contacts	?	?
South Dakota State Department of Health Tuberculosis Register Contents: Vital statistics of patient Last medical evaluation Drugs used Last positive culture Historic data on current activation	?	?
Immunization protection level study Contents: Lists immunity level of children in South Dakota to: Rubeola (7-day measles) Diphtheria Tetanus Whooping cough Smallpox Poliomyelitis Mumps	?	?
Temporary immunization record Contents: Record of immunization for polio, diphtheria, smallpox, measles (rubeola & rubella) for each three-month-old child	?	?
Quarterly immunization card return Contents: Compilation of returned temporary immunization record	Quarterly	?
Rubella Titers of Premarital and Prenatal by Age Contents: Results of rubella titer tests classified according to age	Monthly	?
Physician's Certification of Vaccine Usage Contents: Listing of measles, rubella and polio vaccine provided to physicians and agencies by Immunization Section	?	?

HEALTH (continued)

Title/description	Frequency	Format
Physician's Certification of Vaccine Usage (continued) Current status of immunity level in each age group for measles, rubella, and polio	?	?
South Dakota Certification of Immunization Contents: Certification of tuberculin tests and immunization against polio, smallpox, diphtheria, measles and tetanus for all new school enterers in South Dakota	?	?
Older Americans Project Center report Contents: Project name and number Number of months in operation during current fiscal year Number of older volunteers serving project Number of older persons served directly Percentage of persons served who are in low income category Minority groups as a percentage of total persons served by project Numbers of persons reached through mass media Costs and accomplishments for each service and activity classification	Annual	?
Survey-social indicators of persons age 65 and over Contents: Persons in the household Respondent's age, marital status, education, race, sex Housing-type, owned, rooms, facilities, utilities, condition, convenience, neighborhood Transportation - mobility, convenience Activities - work, visits, recreation, companionship, contacts Health - condition, mobility availability of medical services, problems, handicaps, diet Financial - income, assets, debts, insurance	(in progress as of July, 1971)	
Certificate of Birth Contents: Birth record number Vital statistics of child Vital statistics of mother and father Prenatal care Birth injuries and congenital malformations	?	Punch card
Certificate of Death Contents: Death record number Vital statistics of deceased Cause of death	?	Punch card
Certificate of fetal death Contents:	?	Punch card

HEALTH (continued)

Title/description	Frequency	Format
Certificate of fetal death (continued)	?	Punch card
Fetal death record number		
Vital statistics of deceased		
Vital statistics of mother and father		
Prenatal care		
Cause of death		
Marriage transcript	?	Punch card
Contents:		
Marriage transcript number		
Vital statistics of bride and groom		
Ceremony officiated by		
Divorce or Annulment Transcript	?	Punch card
Contents:		
Divorce transcript number		
Vital statistics of husband and wife		
Kind of decree		
Cause of action		
Number of children		
Duration of the marriage		
Medical Manpower information	?	Magnetic disk & Computer tape
Contents:		
Vital statistics of physician		
Registered nurses and licensed practical nurses	?	Magnetic tape
Contents:		
Vital statistics of nurse		
Field of employment		
Type of duty		
Major teaching or practice area		
Education preparation and degrees		
Listing of registered nurses and licensed practical nurses and tables by county of residence	(in progress as of July, 1971)	
Contents:		
Employment status by age		
Marital status		
South Dakota population estimates	Annual	Published
Contents:		
Resident births		
Resident deaths		
School census		
Passenger auto registrations		
Taxable retail sales		
South Dakota life tables	3 year period centered on decennial census year	Published
Contents:		
Life expectancies for total population, total whites according to sex, total nonwhites		
Water pollution control program		
Contents:		
Status of municipal systems	?	Card file
Status of wastewater stabilization ponds	?	Card file

HEALTH (continued)

Title/description	Frequency	Format
Water pollution control program (continued)	?	Card file
Water quality monitoring data	?	Print-out
Permit to discharge waste	?	Office file
Operational reports, municipal mechanical plants and industrial plants	?	Office file
Operational reports, stabilization ponds	?	Office file
Septic tank pumpers	?	Office file
Plans and specifications	?	Office file
Industrial waste survey meat waste	?	Office file
Status of municipal wastewater facilities	?	Office file
Rural sewage disposal for individual homes	?	Published
Sewage flow for individual waste disposal systems	?	Mimeographed
Industrial waste survey, milk waste	?	Office file
Routine sanitary survey	?	Office file
Certification of operators	?	Office file
Water hygiene program		
Contents:		
Physical data and mineral analysis of public water supply systems	?	Published
Plans and specifications	?	Office file
Bacteriological water analysis	?	Office file
Bacteriological water sampling record	?	Office file
Routine sanitary survey	?	Office file
Fluoride water sampling record	?	Office file
Certification of water supply and treatment system operator	?	Published
Swimming Pool program		
Contents:		
Physical data	?	Published
Plans and specifications	?	Office file
Bacteriological water analysis	?	Office file
Consumer services:		
Contents:		
Establishment of sanitation inspection for food service	?	Office file
Establishment of sanitation inspection for lodging	?	Office file
Licenses	?	Office file
Establishment of sanitation inspection for camp-grounds	?	Office file
Licenses	?	Office file
Solid Waste program		
Contents:		
Statewide disposal site inventory	?	Office file
Environmental Science services		
Contents:		
Information on radiation exposure control	?	Published
Registration of sources	?	Office file
Record of source registration	?	Card file
Evaluation of radiation protection for source	?	Office file
Development of survey report	?	Office file

HEALTH (continued)

Title/description	Frequency	Format
Environmental Science services (continued)		
Sources by county for survey planning and source location	?	Card file
Occupational health program		
Contents:		
Agricultural and manufacturing industry occupational health hazards	?	Published
Occupational health hazards	?	Office file
Carbon monoxide exposure	?	Office file
Pesticides program		
Contents:		
Amount, kind, method of application and area covered by commercial spray applicators	?	Computer tape
Cholinesterase levels in aerial spray applicators	?	Office file
Air quality control program		
Contents:		
Public health need for air pollution control	?	Published
Air Pollution law	?	Mimeographed
Summary of all water and milk tests run by health laboratory	Monthly	?
Summary of all tests on throat cultures, enteric (stools), gonorrhea, ear, wounds, etc. run by health laboratory	Monthly	?
Summary of all tests on respiratory diseases, encephalitis, arboviruses, exanthemes, rickettsia, and rabies run by health laboratory	Monthly	?
Summary of all tests on rubella run by health laboratory	Monthly	?
Summary of all chemical tests on water and cholinesterase tests for pesticides in humans run by health laboratory	Monthly	?
Summary of all serology tests for syphilis (premarital and pre-natal), rh factor, and agglutinations run by health laboratory	Monthly	?
Summary of all tuberculosis and other mycobacteria tests run by health laboratory	Monthly	?
Inventory of certain drugs and vaccines shipped to physicians in the state	?	?
Application for hospital license	Annual	?
Contents:		
Name and location of institution		
Classification by type		
Name of association, group or political subdivision which operates the institution		
Officers of governing body		
Person in charge - name, title		
Building and bed capacity		
Hospital data sheet	Annual	Not published
Contents:		
Bed capacity		

HEALTH (continued)

Title/description	Frequency	Format
Hospital data sheet (continued) Inpatient admissions Inpatient discharges Inpatients remaining Total inpatient days Average daily census Percentage of occupancy Average length of stay Largest daily inpatient census Total newborn infant days Largest newborn daily census Infant deaths - fetal, full-term, premature Hospital and/or emergency room visits Other services such as intensive care Surgical procedures statistics Radiological statistics Beds, patients, hospital days by service Origin of patients (residence) data	Annual	Not published
Medical staff and personnel report form Contents: Names and categories of physicians Names of full-time and part-time registered nurses Names of full-time and part-time licensed practical nurses Number of full-time and part-time aides and orderlies Number of full-time and part-time persons and consultants in medical records, dietary, pharmacy, anesthetics, maintenance, laundry, housekeeping, business office Names of any physical therapists, occupational therapists or social workers	Annual	Confidential
Questionnaire on laboratory services Contents: Pathological services available List of pathological and clinical laboratory personnel Services (types of tests performed) Blood bank data Other examination, testing and reporting procedures	?	Confidential
Questionnaire on X-ray department Contents: Radiological services available List of X-ray department personnel Services such as diagnostic and therapy Equipment Filing and reporting procedures	?	Confidential
Listing of governing boards of hospitals	?	Not published
Application for license for nursing homes Contents: Name and location of institution Name of administrator Operation - individual, partnership, corporation	Annual	?

HEALTH (continued)

Title/description	Frequency	Format
Application for license for nursing homes (continued) Financial and character references for individual or partnership operated homes Officers and governing board for corporation operated homes Classification by type of care Facility	Annual	?
Personnel information for nursing homes Contents: Name and location of institution List of physicians using the home Name, registration number, and hours worked of registered nurses, licensed practical nurses, and physical therapists Number of aides and orderlies and hours worked per week Names and hours worked by dietitians and activity directors	Annual	Confidential
Data sheet for nursing homes Contents: Name and location of institution Bed capacity Greatest occupancy during year Residents in home on January 1 Monthly admissions, discharges, deaths, resident days per month Residents in home on December 31	Annual	Not published
Patient record and services card for crippled children Contents: Vital statistics of patient Clinic services Hospital care Convalescent home care Other services outside clinics Disposition	?	Card
Financial card for crippled children Contents: Vital statistics of patient Hospital care Surgeon Physiotherapy Running grand total	?	Card
Report on crippled children's services Contents: Number of children Number of visits or days' care by type of service Number of children by county Distribution of children by race, sex, new and old cases, and age Distribution by diagnostic category, new and old cases	Annual	Published

HEALTH (continued)

Title/description	Frequency	Format
Report on crippled children's services (continued) Distribution by diagnostic category, new and old cases, sex, age, and number of conditions	Annual	Published
Report on crippled children's clinics Contents: Location of clinic Total number of children examined Number of new cases examined Number of old cases re-examined Number of children examined for speech and hearing defects Number of X-rays given and their cost Number of people conducting the clinic Doctor's fees Total cost of clinic Cost of transportation, board and room for personnel	Annual	Published
South Dakota dentists' questionnaire Contents: South Dakota license number Vital statistics of dentist Pre-dental and dental education State Boards passed Dental specialities Size and make-up of office staff Marital and family status	?	?
General description of South Dakota communities Contents: Location of community Brief history Ethnic makeup Geography Trade area, population, and economic description Social and recreational life Religious life Cultural opportunities Civic affairs Services and supplies available Housing Education Local government Professional considerations	?	?
Survey of all dentists Contents: Dental services provided for the mentally retarded, epileptic, cerebral palsied	(in progress as of July, 1971)	
Report of public health nursing service Contents: County Communicable disease control - number admitted to	Monthly	?

HEALTH (continued)

Title/description	Frequency	Format
Report of public health nursing service (continued) Communicable disease control - number admitted to nursing service, field nursing visits, office nursing visits by age group Immunizations completed Type of immunization by age group Venereal disease control - number admitted to nursing service, field nursing visits, office nursing visits by age group Tuberculosis control - diagnosed cases, contacts, tuberculin reactors, and associates to tuberculin reactors by number admitted to nursing service, field nursing visits and office nursing visits by age group Tuberculin tests and number of positive results Number admitted to antepartum and post partum maternity nursing service Number of field nursing visits to antepartum and to post partum maternity cases Number of office nursing visits to antepartum and to post partum maternity cases Infant (under 1 year) and pre-school (1-4 years) hygiene - number admitted to medical service and to nursing service, visits to medical and to nursing conference, field and office nursing visits School hygiene (5-17 years) - inspection by nurse, dentist or dental hygienist, examinations by physician, conferences with teachers and classroom health talks, field and office nursing visits Mental hygiene - number admitted to nursing service, field and office nursing visits by age group Other morbidity service - number admitted to nursing service, field and office nursing visits by age group Crippled children's service - number admitted to nursing service, field and office nursing visits, number of clinics attended Cancer service - number admitted to nursing service, field and office nursing visits by age group Cardiac service - number admitted to nursing service, field and office nursing visits by age group Mental retardation - number admitted to nursing service, field and office nursing visits by age group Alcoholism - number admitted to nursing service, field and office nursing visits by age group Family planning service - number admitted to medical and to nursing service, field and office nursing visits, number of medical patient visits to clinic, number of clinics held	Monthly	?

HEALTH (continued)

Title/description	Frequency	Format
Report of public health nursing service (continued)	Monthly	?
Classes held		
Report for part-time workers - covers tuberculosis service, cancer service, cardiac services, and other morbidity service		
Emergency medical services survey questionnaire	?	?
List of communities participating in emergency medical services program	?	?
Name of participating ambulance services - city, and person in charge	?	?
List of state-wide ambulance services, by county	?	?
Ambulances in operation - communities awaiting delivery of vehicle, communities where ambulance service has been approved and are awaiting funds, communities having trained ambulance squads	?	Map
Medical self-help training instructor's report	?	?
Contents:		
Number of courses		
Number of students completing courses		
Kit number		
Category of students trained		
Name of institution		
Address		
Red Cross first aid course taught with MSH		
Vital statistics of instructor		
Number of persons trained with MSH by county from March 1, 1963 to April 30, 1971	?	Map

department of HIGHWAYS: Audits and Internal Review

Policies and procedures	?	Published
Workmen's compensation reports and forms	?	Published
Contracts for design consultants	?	Office file
Contracts for highway safety projects	?	Office file
Contracts for public instruction	?	Office file
Contracts for utility company and railroads	?	Office file
Contracts for research and planning	?	Office file
Audit files on internal audits - 1966 on	?	Office file
Vehicle accident reports - 1965 on	?	Office file

HIGHWAYS: Communications

Travel News	every Friday	Published
News Notes	every Friday	Published
News Releases - for radio, TV, magazines and newspapers	?	Published
Contents:		
State attractions		
State government in general		
Special events		
Historic events		

HIGHWAYS: Communications (continued)

Title/description	Frequency	Format
News Releases - for radio, TV, magazines and newspapers Personalities Photos accompanying copy	?	Published
General photograph collections - 8" x 10" black and white photos concerning state attractions state government in general, special events, historical events, etc.	?	Office file
General slide collection - 2¼", 35 mm., 4" x 5" color transparencies dealing with state attractions, state government in general, special events, historical events, etc.	?	Office file
General news clippings dealing with state attractions, historic events, personalities, memorials, etc.	?	Office file
Special news releases concerning state government only	?	Office file
Contact sheets (composites of photos)	?	Office file
State maps - incomplete collection of past and present maps from all states	?	Office file
Reports from the highway departments of all 50 states	Biennial	Office file
Vacation planning information for tourists on state attractions	?	Office file
Department of Highways' Newsletters from 1964	?	Office file
Feature stories written by Communications for other state departments as well as for the Highway Department	?	Office file
Mt. Rushmore - past, present	?	Office file

HIGHWAYS: Emergency Planning

South Dakota Emergency High Traffic Regulation Plan	?	Published
South Dakota Natural Disaster Plan	?	Published
Standard Job Classifications	?	Published
Personal Injury and Vehicular Accident Analysis	?	Published
Labor Compliance Manual	?	Published
Atomic Energy Commission - minutes	?	?
List of Civil Defense directors in state	?	?
List of all Highway Department employees trained in Civil Defense	?	?
Report of Emergency Readiness - training of employees	Annual	?
Employer Safety Manuals and Plans for all states	?	?
Record of all training in Radiological Monitoring in all districts	?	?
Civil Defense plans for states surrounding South Dakota	?	?
Accident Vehicle Procedures	?	?
Labor Compliance Policy Procedures	?	?
Equal Employment Opportunity Procedures	?	?

HIGHWAYS: Emergency Planning

Title/description	Frequency	Format
Information on rest areas	?	?
Employee record data	?	Card
Contents:		
List of every employee of state that has had an accident	?	?
Record of all review board decisions of all highway employees	?	?
Certified payroll form	?	?
Statement of compliance form	?	?
Wage rate interview	?	?
Predetermined minimum wage scale	?	?
Fraud notice	?	?
Notice of non-descrimination in employment	?	?
Labor compliance enforcement report	Semi-annual	?
Department of Highways project labor pre-construction conference outline	?	?
Contractor payrolls - on file for 3 years after date of project completion	?	?
Construction inspection report	?	?
Notice of payrolls received	?	?
Information on all federal contract lettings	?	?
Authorization books	?	?
Contents:		
All construction going on in the state		
What type of aid the project is under		
Notice of a sub-contract	?	?
Information on each contractor that gets federal aid	?	?
Compliance on site review	?	?
Internal equal employment opportunity policies and procedures	?	?
Department of Highways equal employment opportunity policy and guidance plan	?	?
On the job training program	?	?

HIGHWAYS: Highway Patrol & Highway Patrol Safety Section

Statistical Reports on Accidents	?	Published
Motor Vehicle Safety Inspection	?	Office file
Contents:		
Copies of all certificates issued		
Ownership and physical description of all inspection stations		
Conviction file	?	Card
Contents:		
Records of all convictions on arrest made by Highway Patrol	?	Card
Activity Record	?	Magnetic disk
Contents:		
Record of activity of each patrolman		
Safety Section Accident Reports	?	Magnetic disk

HIGHWAYS: Highway Patrol & Highway Patrol Safety Section (continued)

Title/description	Frequency	Format
Safety Section Accident Reports (continued) Contents: Original documents submitted by investigating officer	?	Magnetic disk

HIGHWAYS: Maintenance - Information Incomplete

HIGHWAYS: Materials and Testing

Materials Manual Contents: Rules of department Requirements of control of materials Organization set-up	?	Published
Plan Review Letters	?	Published
Design Recommendations for Surfacing Designs	?	Published
Field directives on testing procedures	?	?
Personnel directives to staff and field personnel	?	?
Specifications and inventory of testing equipment	?	?

HIGHWAYS: Personnel

Personnel folders for employees terminated prior to January 1, 1963 Contents: Vital statistics of employee Leave record Service record card Reason for leaving Employee appraisal	?	Microfilm
Personnel folders for employees terminated after January 1, 1963 Contents: Vital statistics of employee Leave record Service record card Reason for leaving Employee appraisal	?	Office file
Current Employees Contents: Vital statistics of employee Leave record Employee appraisal	?	Office file
Service Record card Contents: Vital statistics of employee Education Location of employment Classification date Base pay	?	Office file

HIGHWAYS: Personnel (continued)

Title/description	Frequency	Format
Service Record card (continued) Current classification	?	Office file
Leave card Contents: Name Years of service Balance of annual & sick leave Record of jury leave, military leave	?	Office file
Applications for engineering, maintenance, clerical, miscellaneous	?	Office file
Highway Personnel Manual Contents: List of personnel regulations	?	Published

HIGHWAYS: Reciprocity and Prorationing - Information Incomplete

Uniform Vehicle Registration Proration and Reciprocity Agreement Contents: List of proration rules used by 16 states	?	Published

HIGHWAYS: Research & Planning

State Revenue for State Highways	Monthly	Published
Motor Fuel Tax Collections, Refunds and Disposition of Net Receipts	Monthly	Published
Motor Vehicle Registrations	Monthly	Published
Motor Fuel Imports, Taxation and Refunds	Monthly	Published
Motor fuel consumption report	Annual	Office file
State motor-fuel tax collection and initial distribution by collection agencies report	Annual	Office file
State motor vehicle registrations, registration fees, and miscellaneous receipts report	Annual	Office file
State operators' and chauffeurs' licenses and fees report	Annual	Office file & Computer tape
State motor vehicle registration fees and other receipts and initial distribution by collecting agencies report	Annual	Office file
Receipts from state taxation of motor vehicles operated for hire and other motor carriers report	Annual	Office file
State motor-carrier taxes and initial distribution by collecting agencies report	Annual	Office file
State Highway income report	Annual	Office file & Computer tape
State Highway expenditures report	Annual	Office file & Computer tape
Capital outlay by State Highway departments report	Annual	Office file & Computer tape
State Highway expenditures within standard metropol-		

HIGHWAYS: Research & Planning (continued)

Title/description	Frequency	Format
State Highway expenditures within standard metropolitan statistical areas (continued)	Annual	Office file & Computer tape
County road receipts and expenditures	?	?
Township road receipts and expenditures	?	Office file
City street and allied street receipts and expenditures	?	Office file
Data on all motor vehicle registrations, revenues and the disposition of the revenues	?	Office file
Data on motor fuel consumption, revenues and the disposition of the revenues	?	Office file
Drivers by age groups and sex	?	Office file & Computer tape
State Highway revenues	?	Office file & Computer tape
State Highway expenditures	?	Office file & Computer tape
Traffic report for continuous count stations	Monthly	Computer tape
State traffic flow maps	?	Computer print-out file
Municipal and urban traffic flow maps	?	Office file
Truck weight study	?	Computer tape
Speed study report	?	Office file
Manual vehicle classification summary	?	Office file
Vehicle miles of travel/accident ratio report	Monthly	Published
Micro analysis of traffic data at continuous count stations	Monthly	Computer print-out file
Vehicle classification by special types	?	Special form file
Traffic volume mile-by-mile on state system	?	Map file
Traffic volume mile-by-mile on the county highway system	?	Map file
Traffic requests for highway design	?	Special form file
Automatic traffic recorder data	?	Special form file
Intersection and interchange turning movement studies	?	Special form file
Special traffic count locations	?	Special form file
Interstate highway traffic projections	?	Punch card & Computer print-out file
Vehicle miles of travel by highway system	?	Special form file
Traffic projections in urbanized areas	?	Special form file
Design hour volume analysis	?	Computer print-out file
Municipal traffic counts	?	Special form file, punch card, computer print-out file
Statewide traffic counts on state highway system	?	Special form file, punch card, computer print-out file
Coverage traffic counts on county highway system	?	Special form file, punch card, computer

HIGHWAYS: Research & Planning (continued)

Title/description	Frequency	Format
Coverage traffic counts on county highway system (continued)	?	Special form file, punch card, computer print-out file
Manual vehicle classification study	?	Special form file, punch card, computer print-out file
Vehicle speed study	?	Special form file, punch card, computer print-out file
Special traffic count recordings	?	Special form file, punch card, computer print-out file
Turning movements on interchanges and intersections	?	Special form file, punch card, computer print-out file
Factor array for production of annual average daily traffic volumes	?	Computer print-out file
Traffic at the continuous count stations	?	Computer tape
Revised general highway maps of: Brule, Lake, Moody, Bennett, Perkins, Kingsbury, Brookings and Miner counties	?	Map file
Revised state general highway map	?	Map file
Federal aid system maps - eight counties	?	Map file
Rural and municipal state trunk sufficiency rating report	?	Office file, computer tape, map file
National highway functional classification and needs study report (1970-1990)	?	Office file, computer tape
Estimate of the cost of completing the national system of interstate and defense highways	?	Office file, punch card
Road construction that affects traffic	Monthly	Map file
Data compiled for railroad-highway grade crossing inventory Contents: Summary of crossings by highway system Type of protection Traffic Volume	?	Office file
Interstate systems traveled-way study	?	Office file, punch card
Physical data collected for all roads in Grant, Beadle, Clark and Codington counties	?	Office file, to be placed on computer tape
Physical data collected for the streets in all towns in Grant, Beadle, Clark, and Codington counties with less than 5000 population	?	Office file

HIGHWAYS: Research & Planning (continued)

Title/description	Frequency	Format
Investigation of alternative chemical treatments for controlling expansive soil in roadway in western South Dakota	?	Published
Seismic-refraction analysis for layered soil and rock formations containing boulders, cavities and bedded irregularities	?	Published
Experimental study of cross bending of curved compression flanges in fish-belly haunched plate girders	?	Published
Bridge records for defense requirements	?	Punch card
State highway mileage log	?	Computer tape
Federal-aid primary log and federal-aid interstate log	?	Computer tape
Federal-aid secondary log	?	Computer tape
South Dakota construction cost index for 1970	?	Published
South Dakota unit bid prices for highway construction 1970	?	Computer tape
South Dakota maintenance cost index for 1970	?	Published
Traffic tables	?	Computer tape
Rural mileage report	?	Special form file
Mileage report 1970	?	Computer tape
Highway contracts awarded	?	Computer tape
County system records	?	Office file
Pre-attack input data	?	Code sheet & Map file
Road life studies	?	Office file & Punch card
Highway letting record	?	Map file
Highway improvement feasibility studies	?	?
I-29 crossroad origin-destination study	?	?
South Dakota statewide highway system accident log	?	?
External origin-destination traffic studies - rural	?	?
Statewide traffic assignment study	?	?
Black Hills transportation study	?	?
1960 census data by enumeration district	?	?
Mississippi Valley origin-destination study	?	?
External origin-destination traffic studies - rural	?	?
External origin-destination traffic studies - urban	?	?
Sioux Falls transportation study	?	?
Sioux City transportation study	?	?
Rapid City transportation study	?	?
Aberdeen transportation study	?	?
National rest area usage studies	?	?
Mississippi Valley origin-destination study	?	?
1960 census data by enumeration district	?	?
Statewide traffic assignment studies	?	Computer tape
External origin-destination traffic studies - rural	?	Computer tape

HIGHWAYS: Research & Planning (continued)

Title/description	Frequency	Format
External origin-destination traffic studies - urban	?	Computer tape
Sioux Falls transportation study	?	?
Sioux City transportation study	?	?
Sioux City transportation study	?	?
Rapid City transportation study	?	?
Aberdeen transportation study	?	?
National rest area usage studies	?	?
Mississippi Valley origin-destination study	?	?

HIGHWAYS: Right of Way

Resolutions dealing with land acquisitions and right of way	?	Published
Land acquisitions	?	Office file
Contents:		
Appraisals of land		

department of HISTORY

South Dakota History magazine	Quarterly	Published
South Dakota History Collections	Biennial	Published
Contents:		
Financial report of the State Historical Society		
Dues-paying members		
Thesis material		
Information on Indian excavations conducted in 1970 and 1971	?	?
Census affidavits from 1905 to 1945	?	Office file
Contents:		
Vital statistics of individual		
Proof of residence in South Dakota		
All books published in South Dakota	?	Book
All pamphlets published in South Dakota	?	Pamphlet
All church publications published in South Dakota	?	Book & Pamphlet
All daily and weekly newspapers published in South Dakota from their initial publication	?	Microfilm
Sound tracks of pioneers	?	Audio tape

INDUSTRIAL DEVELOPMENT & EXPANSION agency

Reports of new and expanded industry	Quarterly	?
Contents:		
Location of new and expanded industries		
Number of employees in new industries		
Number of employees in expanded industries		
Number of additional square feet in expanded industries		
Manufacturers and processors directory	Biennial	Published
Contents:		
Alphabetical list of manufacturers		

INDUSTRIAL DEVELOPMENT & EXPANSION agency (continued)

Title/description	Frequency	Format
Manufacturers and processors directory (continued) Geographical list of manufacturers Manufacturers according to SIC Code	Biennial	Published
Industrial brochure	(In process of up-dating as of July, 1971)	
Industrial services offered by IDEA Contents: Community and area services Existing industry services Industrial management services State and nation-wide publicity Statutory duties Organizational chart	?	Published
South Dakota Contents: Articles on new plants and expanded industries in South Dakota Promotion material on features of the state	Quarterly	Published
Industrial revenue bond law	?	Leaflet
News releases on new products, new industries and expansions	?	Published
Tip sheet Contents: New developments in industry	Monthly	Published
Business bulletin Contents: New developments in industry Bid letting schedules	Biweekly	Published
Market data Contents: Markets within 500 mile radius Retail trade Transportation Population distribution Income and wealth Employment and labor Motor vehicle registration Maps of labor market areas Maps showing gas distribution	?	Booklet

department of PUBLIC INSTRUCTION

School board members	Annual	Report
Application for transportation aid Contents: Bus service costs	Annual	Report
Staff information according to certification	Annual	Report
School census data	Annual	Report
Enrollment for public and non-public elementary and secondary schools	Annual	Report

department of PUBLIC INSTRUCTION (continued)

Title/description	Frequency	Format
Special sessions	Annual	Report
Contents:		
Kindergarten, less than full-time		
Summer school data		
Dual enrollment, regular term	Annual	Report
Pupil transportation information	Annual	Report
Contents:		
Privately-owned vehicles		
School district owned vehicles		
Total number of school bus routes		
School bus insurance		
Total number of school bus accidents		
Number of pupils injured, fatally injured, killed		
Financial information	Annual	Report
Contents:		
Assets		
Liabilities		
Regular accounts		
Clearing accounts		
Transfers		
Disbursement of treasurer		
Capital outlay fund expenditures		
Receipts	Annual	Report
Contents:		
Local, county, state and federal sources		
Sale of bonds		
Loans, promissory notes		
Property and insurance adjustment		
Transfers from districts within state		
Transfers from districts in another state		
Educational expenditures	Annual	Report
Contents:		
Administration		
Instruction		
Attendance services		
Health services		
Pupil transportation services		
Operation of plant		
Maintenance of plant		
Fixed charges		
Food service expenditure		
Activity, outgoing, miscellaneous transfer expenditures		
Fall report	Annual	Report
Contents:		
City, name of school district, county in which located		
Administrator		
Clerk and president of the school board		
Number of teachers		
Enrollment by grade for elementary and secondary schools		

department of PUBLIC INSTRUCTION (continued)

Title/description	Frequency	Format
Fall report (continued) Tuition paying students in elementary and secondary school Application for accreditation	Annual	Report
Title II report Contents: State administration personnel and expenditures Local educational agency acquisition expenditures Expenditures and adjustments	?	Report
NDEA Title III report Contents: Expenditures from all sources for acquisition of equipment and minor remodeling Sources of funds expended Receipts, expenditures and balances of federal funds	?	Report
Title III report Contents: General project information Budget summary for project Pupil population data Total project staff Number of persons who participated in programs or services and estimated cost Expenditure accounts Consolidated program information data	?	Report
Civil defense report Contents: Number of civil defense training courses Number of students enrolled Number of instructors Program costs Inventories Technical information on civil defense	?	Report
Special milk program claim for child-care institutions, camps and schools	?	Report
School lunch and special milk claim report Contents: Actual cash available during month Actual cash expenditures during month Operating balance at end of calendar month Estimate value of non-cash donations Computation of reimbursement Special milk program	?	Report
Monthly distribution of donated commodities to special groups Contents: Number of recipients in each group Units of food given to each of above groups Total units for each commodity	?	Report

department of PUBLIC INSTRUCTION (continued)

Title/description	Frequency	Format
Monthly distribution of donated commodities to family units report	?	Report
Contents:		
Number of recipients		
Special food service program for children report	?	Report
Contents:		
Average daily attendance		
Total number of days this month that food service was provided		
Food service to children by price		
Food service to adults by price		
Funds received during the month		
Cash expenditures during the month		
School breakfast program report	?	Report
Contents:		
Average daily participation		
Number of days breakfast was served		
Regular charge to child for breakfast		
Average daily attendance during month		
Cost of purchased food used during month		
Breakfast service to children		
Labor for the month		
Title I report	?	Report
Contents:		
Program instructional activities and participants		
Supportive services and participants		
Project participating public and private schools		
Staff and salaries		
Number of staff members receiving in-service education funded by Title I		
Number of volunteers		
Major objectives in instructional activity		
Name of tests		
Test score results		
Evaluation of project objectives by non-standardized tests		
Planning activities		
Parental and community involvement		
Program design		
Program changes		
Additional efforts to help the disadvantaged		
Major problem areas		
Special educational needs of educationally deprived children		
Enrollment in both public and private schools of children from low-income families		
Concentration of children from low-income families		
Source of data used for determining the number of children from low-income families		
School term to be covered		

department of PUBLIC INSTRUCTION (continued)

Title/description	Frequency	Format
Title I report (continued)	?	Report
Expenditure accounts		
Staff activities and assignments		
Volunteers assigned to project		
Title I staff to receive in-service training		
Budget breakdown		
Estimated number of participating children by grade level and type of school		
Estimated number of dropouts		
Estimated number of handicapped children		
Resident children by ethnic groups		
Instructional activities		
Supportive services		
Adult basic education report	?	Report
Contents:		
Budget		
Time study		
Cash on hand		
Cash expenditures		
Adult basic education students enrolled		
Male adult basic education students enrolled		
Female adult basic education students enrolled		
Teachers on staff		
Counselors on staff		
Administration on staff		
Local staff survey		
Amount of federal funds carried over		
Expenditures and selected program		
Expenditures for administration		
Personnel		
Total number of all students in the program		
Number of ABE students, by selected categories		
Type of institution		
Migrant		
Welfare recipients		
New for nation and state		
Not new for nation or state		
Number of students that completed the beginning level		
Number of students that completed the intermediate level		
Number of students that completed the advanced level		
Number of separations by grade level		
Number of separations		
Aggregate hours membership for all students		
Number of classes held		
Average number of hours of instruction to complete		
Number of teacher training workshops		

department of PUBLIC INSTRUCTION (continued)

Title/description	Frequency	Format
Adult basic education report (continued) Number of personnel that received pre-service and/or in-service ABE training Classes where programmed instruction methods were used ABE teachers ABE counselors ABE local supervisory personnel ABE state level administration and supervisory personnel All other ABE personnel Number of local ABE advisory committees operating	?	Report
Program review form Contents: Administrative and fiscal staff membership Amount of salaries Profile of local population General service area population Basic dominant ethnic background in the general service area Number of people served by ABE Basic employment status of ABE students	?	?

department of INSTRUCTIONAL TELEVISION

Records of utilization of instructional television within South Dakota	?	?

south dakota INSURANCE commission

Report Contents: Tables showing receipts from all companies Office expenditures Companies admitted and retired Recapitulation of authorized companies Commissioners' insurance Foreign fire and casualty companies South Dakota fire and casualty companies South Dakota farm mutuals Foreign life companies South Dakota life companies Foreign fraternal societies Fraternal societies in South Dakota Assessment life companies in South Dakota Abstracts of statements of insurance companies licensed in South Dakota during the past two calendar years Comparative statement of insurance business	Biennial	Published

south dakota INSURANCE commission (continued)

Title/description	Frequency	Format
Report (continued) Comparative statement of insurance business in South Dakota during the past two years (continued)	Biennial	Published
department of LABOR and MANAGEMENT RELATIONS		
Industrial accident reports Contents: Data on all accidents in South Dakota covered by workmen's compensation insurance Doctors' reports Records of payment for lost time	?	Office file (Access restricted by law)
Employee/insurance company dispute cases	?	Office file (Partially confidential)
Insurance certificates Contents: List of all workmen's compensation insurance policies issued in South Dakota Insurance status of specific employers whether they carry workmen's compensation insurance, are self-insured, or carry no insurance	?	Office file
Labor division hearing files	?	Office file
Employment agency files Contents: List of all employment agencies and people they place	?	Office file
state LEGISLATIVE RESEARCH council		
Staff memorandum Contents: Diverse data on subject matter requested by legislature	?	Report
Bibliography of South Dakota State Legislative Research Council publications Contents: Listing of the publications of the State Legislative Research Council distributed from July, 1951 through April 1, 1971 classified according to subject	?	Report
Subject index for small legislative research collections (out of print since December, 1963) Contents: Alphabetical subject listing for use in classifying materials pertinent to legislative research and reference in state government	?	Report
Legislator's handbook Contents: Organization of state government in South Dakota	Annual	Published

state LEGISLATIVE RESEARCH council (continued)

Title/description	Frequency	Format
Legislator's handbook (continued) Contents: Organization of material Brief identifying description of state governmental agencies General description of duties of state governmental agencies	Annual	Published
Report Contents: South Dakota State Legislative Research Council membership Reports of the several study committees created by the executive board of the council List of State Legislative Research Council staff History and functions of the State Legislative Research Council South Dakota State Legislative Research Council Act Rules of the executive board of the council Rules governing pre-filing of bills and resolutions Financial report	Annual	Published

state LIBRARY commission

Library bulletin Contents: Interlibrary loans Location data Census Librarian Unexpended balance Tax levy balance Books, periodicals, bindery Audio-visual Expenditures Circulation Volumes Borrowers by town and county Days and hours library is open	Quarterly	Published
Report Contents: Bar graphs of state library budget, per capita expenditures, and profile of library services Library service in South Dakota chart showing year, population served, percent served, and percent unserved Maps showing the counties without public library service in 1955, and the counties without public library service in 1970	Biennial	Published

state LIBRARY commission (continued)

Title/description	Frequency	Format
Report (continued) Book budgets showing amounts and the number of libraries Public libraries book budgets Circulation of books Progress report on the classification and cataloging of books Progress report on cooperating regional centers for in-service training Progress report on bookmobile projects Progress report on materials and films on drugs Progress report on circulation of material and books from the State Library Commission, county and regional libraries with bookmobile service Progress report on South Dakota State Library Progress report on summer projects Statistical report on books processed for libraries in regional centers Library book account statistics Media processed for State Library and state institutions Reference and miscellaneous statistics Addressograph division Circulation statistics Data on additional services rendered Report of expenditures of federal-state funds Total state expenditures	Biennial	Published
South Dakota State Library Commission circulation report Contents: Books divided according to number of requests from and number of pieces loaned to school libraries, public libraries, academic students, state institutions, individuals, local state library, inter-department, and clubs Reference materials divided according to number of requests from and number of pieces loaned to school libraries, public libraries, academic students, state institutions, individuals, local state library, inter-department, telephone, and clubs Media divided according to number of requests and number of pieces loaned to school libraries, public libraries, academic libraries, state institutions, individuals, inter-department, local state library, clubs, nursing homes, and retirement homes Special education material divided according to number of requests and number of pieces loaned to school libraries, public libraries, academic	Monthly	Published

state LIBRARY commission (continued)

Title/description	Frequency	Format
South Dakota State Library Commission circulation report (continued) libraries, state institutions, inter-department, individuals, local state library, and bocks Visually and physically handicapped material divided according to number of requests and number of pieces loaned to individuals, public libraries, state institutions, nursing and retirement homes Vacation reading material divided according to number of requests and number of pieces loaned to public libraries and local state library Exhibits Renewals divided according to number of requests from and number of pieces loaned to media, special education, reference Inter-library loan divided according to those filled by the Union Card catalog, Bibliography Center, and State Library for school libraries, public libraries, academic libraries, individuals, inter-department, and state institutions Increase for the month for inter-library loan of special services Percent of increase of inter-library loans Circulation for the year Current increase and percent of increase Increase and percent of increase in past ten years Wats calls divided according to number of requests from and number of pieces loaned to school libraries, public libraries, individuals, and colleges Photocopying service divided according to number of requests from, pieces and pages sent to school libraries, academic libraries, public libraries, and individuals Reference assistance Tape reproduction for nursing homes, hospitals, schools, public libraries, and inter-department Cassette reproduction for nursing homes, hospitals, schools, public libraries, and inter-department Transparency reproduction for public libraries school libraries, and state institutions Microfiche reproduction for academic libraries, public libraries, school libraries and inter-department Data on special services to the blind and handicapped Number of books on indefinite loan to public libraries, state institutions, and school libraries Amount of media material on indefinite loan	Monthly	Published

state LIBRARY commission (continued)

Title/description	Frequency	Format
South Dakota State Library Commission circulation report (continued) to public libraries, state institutions, school libraries, nursing homes and hospitals Amount of equipment on indefinite loan to public libraries, state institutions, school libraries, nursing homes and hospitals	Monthly	Published

south dakota state LIVESTOCK SANITARY board

Livestock auction agency report Contents: Head count on hogs, cattle, horses and sheep which are sold throughout each auction agency	Quarterly	Report
Market cattle report Contents: List of South Dakota livestock imports and exports	?	Report
Meat inspection report	?	Report
Disease report Contents: List of diseases practicing veterinarians have treated in a species of animals deceased	Monthly	Report
Non-federal obligations for brucellosis eradication program Contents: Financial statement of the cost of testing and vaccination of brucellosis in cattle	Monthly	Report
Rabies report Contents: List of all positive cases of rabies in South Dakota by county	Quarterly	Report

department of MILITARY AFFAIRS

Directory Contents: List of city, county, and district directors List of American Red Cross district contacts List of American Red Cross county offices List of state civil defense directors Regional offices	?	?
Emergency Operations Plans Contents: Organizational charts Names of operational staff Telephone numbers Resource lists	?	?
Training report	?	Report

department of MILITARY AFFAIRS (continued)

Title/description	Frequency	Format
Training report (continued) Contents: Civil defense training courses offered locally, statewide, and nationally Name and address of radiological monitor instructors Name and address of radiological monitors Name and address of shelter management instructors Name and address of radiological defense officers Name and address of those in Plans and Operations Name and address of civil defense management	?	Report
Radiological defense Contents: Name and address of state and local fixed monitor stations Number of fixed monitor kits Number and location of community fallout shelter monitor kits Number and location of school training monitor kits Number and location of radiological training source sets assigned to state civil defense by AEC Location of established and operational RADEF monitor networks	?	?
Federally surveyed and approved community fallout shelters data Contents: Community shelter plan by county Name of shelter surveyed by facility Location of shelter Protection factor Rated capacity Facilities stocked with federally furnished supplies Licensing and marking status	?	?
List of local emergency operation centers constructed with or without federal funds Contents: Location Protection factor Operational status Equipment	?	?
Local Communications planning report Contents: Type of equipment Location of equipment Proposed expansions	?	Report
List of federally funded civil defense equipment purchases by locals and state Contents: Type - warning, communications, rescue	?	?

department of MILITARY AFFAIRS (continued)

Title/description	Frequency	Format
List of federally funded civil defense equipment purchased by locals and state (continued) Location Date of purchase Original cost	?	?
Surplus personal property purchased by local and state Contents: Type Location Date of purchase Cost	?	?
Information of federal disaster assistance programs	?	?
Natural disaster statistics Contents: Emergency request records Date Location Cost - federal, state, local Presidential disaster declarations	?	?
List of all members of the South Dakota army and Air National Guard Contents: Name Rank Address	?	Computer printout file
List of all equipment issued to the South Dakota National Guard by the federal government	?	Computer printout file
Current members of the South Dakota National Guard Contents: Current physical Service time Decoration awards	?	Office file
Former members of the South Dakota National Guard Contents: Service time Decoration awards	?	Microfilm
Directory of names, addresses, and telephone numbers of city, county and district civil defense directors	?	?
Directory of names, addresses, and telephone numbers of American Red Cross district contacts and county offices	?	?
Directory of names, addresses, and telephone numbers of civil defense directors of the 50 states	?	?
Directory of names, addresses, and telephone num-		

department of MILITARY AFFAIRS (continued)

Title/description	Frequency	Format
Directory of names, addresses, and telephone numbers of regional offices of OEP and OCD (continued)	?	?
County, state, and national (OCD and OEP) emergency operations plans Contents: Organizational charts Names of operational staff Telephone numbers Resource lists	?	?
Civil defense program papers and progress reports for state and county	?	?
south dakota commission of MENTAL HEALTH and MENTAL RETARDATION		
Abstracts from five mental health centers Contents: New admissions Readmissions Terminations Vital statistics of patient	Monthly	?
Client reports Contents: Total number of days the adjustment training center was in operation with clients working List of each client who has worked in the center during the month for which the report is completed Number of days worked by each client Initial data enrollment Termination of training and placement information	Monthly	Report
Statement of cash receipts and disbursements from each of the centers	Monthly	?
south dakota MERIT SYSTEMS council		
List of appointments made through the Merit System	?	?
Personnel changes made through the Merit System	?	?
MOTOR VEHICLE division		
Vehicle statistics Contents: List of all currently registered vehicles - cars, trucks, trailers and motorcycles Description of vehicle Current owner Liens and license number	?	Office file & Computer printout file
Serial number file	?	Office file &

MOTOR VEHICLE division (continued)

Title/description	Frequency	Format
Serial number file (continued) Contents: Cross reference to title file	?	Office file & Computer print-out file
Name index file Contents: Cross reference to title file	?	Office file & Computer print-out file
Registration file Contents: Cross reference to title file License number Vehicle description Owner at time of registration	?	Office file & Computer print-out file
Registration statistics Contents: Type of registration - cars, trucks, special plates Number of registrations Amount collected Comparison to last year	?	Office file
Title statistics Contents: Number of new and foreign vehicles titled, by make and county Comparison with last year	?	Office file
Dealer license file Contents: Complete dealer file - owner, franchise, new or used dealer, trailer, car, truck, and motorcycle Special plates issued	?	Office file
Compensation data Contents: Compensation plates issued Trip tickets issued	?	Office file
Driver license file Contents: List of all currently licensed drivers in the state Description of individual Driving test scores Driving record Violations and accident reports	?	Office file
Driver license summary Contents: Summary of year's business New and renewed license Applications processed Numbers approved, disapproved and reasons	?	Office file
Financial responsibility summary Contents:	?	Office file

MOTOR VEHICLE division (continued)

Title/description	Frequency	Format
Financial responsibility summary (continued) Number of accidents Number of insured vehicles Number of suspensions	?	Office file

south dakota division of OLD AGE and SURVIVORS INSURANCE

Reporting Instruction Manual Contents: Explanation of state and local coverage of Social Security Responsibilities of parties to state Social Security agreement Definition of coverage Positions and services included and excluded Employer-employee relationship Contract employee coverage Substitutes' pay Tax-sheltered annuities Vacation pay Sick leave School bus drivers' coverage Members of religious orders coverage Professional employees' coverage Payments in medium other than cash Payments made after death of employee Reporting instructions for federal old age and survivors' insurance program	?	Published

state PLANNING agency

South Dakota Comprehensive Manpower Plan, part A Contents: Physical description of state Economy of state Estimated population changes 1960-1968 Estimates of civilian work force, total unemployment and non-agricultural wage, and salaried employment by major industry division Current population and labor force Employment by major industry and broad occupational categories Summary of actual experience and economic assumptions for current year Seasonal employment patterns and other special characteristics of the labor market situation Description of multi-jurisdictional planning areas Identification of manpower problems Anticipated developments Target populations	Annual	Report

state PLANNING agency (continued)

Title/description	Frequency	Format
South Dakota Comprehensive Manpower Plan, part A (continued)	Annual	Report
Suggested priorities and program needs		
Inventory of current manpower programs		
South Dakota Comprehensive Manpower Plan, part B	Annual	Report
Contents:		
Description of objectives and provisions of Manpower Development and Training Act		
Provisions of Job Opportunities in the Business Sectors		
Provisions of Public Service Careers		
Provisions of Neighborhood Youth Corps		
Provisions of Operation Mainstream		
Provisions of Green Thumb, Green Light		
Provisions of Job Corps		
Provisions of Work Incentive Program		
Provisions of Employment Assistance		
Provisions of Adult Basic Education		
Provisions of Vocational Rehabilitation		
Provisions of Office of Economic Rehabilitation		
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Model Rural Development Program	?	Pamphlet
Contents:		
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Necessity for program		
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Planner Workload	?	Office file
Contents:		
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Interim report of Governor's committee on executive reorganization for 1970	?	Report
South Dakota State Planning Agency	?	Report
Contents:		
Definition of planning and planning agencies		
History of South Dakota State Planning Agency		
Philosophy of planning		

state PLANNING agency (continued)

Title/description	Frequency	Format
South Dakota State Planning Agency (continued) Organization of the agency Division of administration of agency Description of multi-county planning districts Description of comprehensive operational planning system Description of model rural development program Budget and most recent audit	?	Report
Law enforcement officers standards and training commission Contents: Members of the Standards Commission Standards and training law summary Activities of the commission Resolution on training center Selection and training survey results Funding of commission activities Goals of the commission Training center proposal Building plans Cost estimate Description of voluntary two-week basic training course Description of advanced and specialized courses Attendance and location of courses	Annual	Report
Procedural Guide for Planning Commissions	?	Report
Introduction to Planning Contents: Alternatives for planning in small communities	?	Report
Revised Planning Legislation Contents: Description of all planning and zoning legislation currently under consideration List of amendment statutes and new sections to statutes	?	Report
South Dakota Planning and Development Districts Contents: Use of districts in planning Delineation of districts	?	Report
Report to Legislature Contents: Statutory authority of the South Dakota Planning Agency Description of functions of each of the divisions under State Planning	Annual	Report
A-95 Procedural Handbook Contents: Delineation of procedural steps in implementing the A-95 program	(in progress as of July, 1971)	
Causes and Conditions of Poverty in South Dakota	(in progress as of July, 1971)	

state PLANNING agency (continued)

Title/description	Frequency	Format
Causes and Conditions of Poverty in South Dakota (continued) Contents: Demographic data from 1970 census Health statistics Housing data Income and economic activity Unemployment statistics Population of major minority groups Educational statistics Public welfare report Severity of poverty Problems of poverty such as urban/rural conflicts, economic and political problems Causes of poverty such as economic and cultural causes	(in progress as of July, 1971)	
Housing Information Manual Contents: Brief descriptions of federal housing assistance programs available to state and local governments, public and private organizations and institutions, business, industry, and individuals Home-ownership programs Rental housing programs Rehabilitation programs and programs for improvement Special purpose housing programs Housing services programs List of regional and area offices of the department of housing and urban development Guidelines to the establishment of a housing and redevelopment commission in accordance with the county and municipal housing and redevelopment law Field office directory for Farmers Home Administration List of housing and redevelopment commissions	?	Report
Law Enforcement Education Program Manual Contents: Institutional eligibility Student eligibility Institutional responsibility Student responsibility Administration Definitions	Annual	Report
Master plan for alcoholism rehabilitation Contents: Recommendations to improve the services available to the alcoholic and/or his family Definition of alcoholism Prevalence of alcoholism	?	Report

state PLANNING agency (continued)

Title/description	Frequency	Format
Master plan for alcoholism rehabilitation (continued)	?	Report
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Summary of drinking drivers involved in fatal traffic accidents during 1969		
Use of alcoholic beverages		
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South Dakota alcoholism commission survey in Yankton district		
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Responsibilities and methods of implementing the suggested alcoholism program		
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Regional listing of services required - listed in order of recommended priority		
Flow chart of the functions of local service centers		
Duties and responsibilities of service personnel		
Employment services program for the alcoholic		
Guidelines and recommendations for establishment of a comprehensive manpower program for the chronic alcoholic		
Proposed training program for alcoholic rehabilitation personnel		
Justices of the peace and police magistrates in South Dakota	?	Report
Contents:		
Duties of justices of the peace and police magistrates		
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Frequency of guilty pleas		
Percentage of cases heard without defense attorneys		
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state PLANNING agency (continued)

Title/description	Frequency	Format
Justices of the peace and police magistrates in South Dakota (continued)	?	Report
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Number of appeals taken from justice court decisions		
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Compensation for justices of the peace and police magistrates		
Recommendations for improving the petty judiciary system		
Listing of justices of the peace according to county		
Alphabetical listing of police magistrates		
Criminal Justice in South Dakota	?	Report
Contents:		
Organizational chart		
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Subgrantee contributions and matching shares		
Accounting systems and financial records		
Subgrantee reporting		
Commission reporting		
South Dakota travel regulations		
Principles for determining costs applicable to grants and contracts with state and local governments		
Standards for selected items of cost		
Policies to be followed in an audit of federal grants-in-aid to state and local governments		
List of officers of District Crime Commission		
Criminal Justice in South Dakota program component	Annual	Report
Contents:		
Existing law enforcement systems and available resources		
Schedule of law enforcement system data		
Needs and problems of the multi-year plan		
Priorities and improvement programs		
Multi-year budget and financial plan		
Multi-year forecast of results and accomplishments		
Description of annual action program		
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Utilization of services, facilities and equipment		
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state PLANNING agency (continued)

Title/description	Frequency	Format
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A Plan of Action for the Criminal Justice System Contents: Police projects Courts, prosecution, defense projects Corrections projects Juvenile delinquency prevention projects Drug projects Community relations projects State programs Non-competitive programs List of 1970 funds available as of June 1, 1971	Quarterly	Report
South Dakota Planner Contents: Articles concerning the activities of State Planning Agency	Monthly	Newsletter
Collection of the majority of county plans and programs in operation in South Dakota	?	Report

PURCHASING and PRINTING division

Requisitions for supplies and materials from any state agency	?	Form
Purchase orders prepared from bid letting or contract	?	Form
Proposals prepared from requisition or for contracts	?	Form
Tabulation record of bids received	?	Office file
Schedule of lettings	Annual	?
Bidders' list	?	?
Surety file	?	Office file
Vendor file	?	Punch card

RECORDS MANAGEMENT division

General Procedures Records Manual Contents: Description of department and its duties Procedures to follow in the disposal of materials	?	Published

RECORDS MANAGEMENT division (continued)

Title/description	Frequency	Format
General Procedures Records Manual (continued)	?	Published
Procedures to follow in the conversion of material to microfilm		
Microfilming	?	Pamphlet
File and filing procedures manual	?	Published

board of REGENTS

Enrollments for fall and spring terms from public and private higher education institutions	Annual	Report
Enrollments for summer terms from public institutions	Annual	Report
Residential facilities for fall and spring terms for public and private higher education institutions	Annual	Report
Contents:		
Design capacity of facilities		
Occupancy by headcount and percent		
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Square foot per bed		
Ownership of facility - state/institution or self-liquidating projects		
Physical facilities and utilization of facilities	Annual	Report & Computer tape
Contents:		
Classification by type of every building and room of each public and private higher education institution		
Data on the efficiency of classrooms and class laboratory usage		
Student station utilization		
Room usage		
Square feet per student station		
Course enrollments	?	Computer tape
Contents:		
Enrollment size of every course and course section taught at the public and private institution level		
Library	?	Report
Contents:		
Data on holdings		
Square feet of study space		
Stack and processing space		
Library personnel of both public and private institutions		
Office facilities	?	Report
Contents:		
Square feet allocated to offices by public and private institutions		
Full-time equivalent occupants		
Square feet per office occupant		
College and University Personnel deck	?	Computer tape

board of REGENTS (continued)

Title/description	Frequency	Format
College and University Personnel deck (continued) Contents: Information for public institutions on instructional and administrative personnel	?	Computer tape
Cost of instruction for public institutions Contents: Instructor workloads Salary dollars Cost per student credit hour by instructor Academic area Department Courses and course level	?	Computer tape

south dakota RETIREMENT offices

Record of all teachers, municipal and state employees eligible for retirement benefits	?	Office file

south dakota state department of REVENUE

Report Contents: Indebtedness report County expenditures Property tax collected by counties Taxable value-rural real property by counties Taxable value-urban real property by counties Taxable value miscellaneous real property by counties Taxable value personal property by counties Taxable value personal property by items Taxes levied by counties Valuation summary by counties Taxes in county consolidated by counties Tax base depleting acres tax by counties Taxes on schools by counties Taxes - money and credits by counties Other miscellaneous taxes by counties Taxable value rural real property by counties Taxable value urban real property by counties Taxable value miscellaneous real property by counties Taxable value personal property by counties Taxable value personal property by items Valuation summary by counties	Annual	Published

department of SCHOOL and PUBLIC LANDS

Report Contents:	Biennial	Published

department of SCHOOL and PUBLIC LANDS (continued)

Title/description	Frequency	Format
Report (continued) Interest and income fund for each endowment trust Investment of the permanent school funds Bids on U. S. treasury notes Grazing leasing Oil and gas leasing Annual rents for grazing on school and public lands Abstract of 1968 and 1969 school land sale Composite abstract of school land sales - all counties Patents issued by year and amount Oil royalties received Oil and gas lease sales during this and prior bienniums Distribution of receipts from oil and gas leasing, royalties and bonuses for the biennium Source of funds apportioned to endowed institutions during the fiscal year Delinquent principal and interest due on land contracts Total number of acres under oil and gas lease in each county in the state as of June 30, 1970 Expenditures against appropriations Surveyed mineral acres Statement showing Capitol Building debt Common school and endowment permanent school funds Receipts from leasing of land, gravel and the sale of timber, etc. Rentals for meadow and pasture and for agricultural purposes Unsold School and Endowment Lands Income, interest, funds apportioned, and fines returned Source of funds apportioned Tax base depletion figures by county	Biennial	Published
Statement of condition of permanent school funds Contents: Fund Balance last quarter Increment this quarter Total to be accounted for Percentage entrusted to counties Invested Cash to balance Total permanent fund Amount apportioned to institutions U. S. government bond portfolio	Quarterly	Report

department of SCHOOL and PUBLIC LANDS (continued)

Title/description	Frequency	Format
Statement of condition of permanent school funds (continued)	Quarterly	Report
Amount apportioned to common schools		
Listing by county of unsold acreages of school lands	?	Office file

SECURITIES commission

Compiled laws for 1967	?	Published
Amendments to the compiled laws through 1969	?	Published
Report	Biennial	Published
Contents:		
Registered securities		
Listing of brokers and agents		
Uniform application to register securities	?	Office file
Application for broker's license	?	Office file
Commissioner of securities application for license area salesman	?	Office file
Renewal of license as a salesman	?	Office file
Schedule of items required by South Dakota Securities Commission	?	Office file
Report to commissioner	Quarterly	Office file
Contents:		
Registration number		
Name of company		
Quarter ending		
Notification of intention to sell securities	?	Office file
Statement of policy relating to non-resident agent	?	Office file
Instructions for taking fingerprints	?	?
Notice of termination of any licensed securities salesman	?	Office file
Records of expiration	?	Office file
Request for information on corporation	?	Office file
Statement of moneys received	?	Office file
Statements of policies which guide the department of securities in administering South Dakota securities laws	?	Office file

SUPREME COURT

Report from county clerk of courts on workload of circuit court	Monthly	Report
Contents:		
Number of civil cases		
Number of criminal cases		
Report from county clerk of courts on workload of district court	Monthly	Report
Contents:		
Population		

SUPREME COURT (continued)

Title/description	Frequency	Format
Report from county clerk of courts on workload of district court (continued)	Monthly	Report
Civil actions		
Criminal actions		
Juvenile actions		
Probate proceedings		
Compilation of circuit court and district court workload reports from 1969 through 1971	Annual	Report

TRAVEL commission

List of airline credit card holders	?	Office file
Airline one trip travel order	?	Office file
Billings to agencies for car mileage	Monthly	Office file
Mileage rates	?	Office file
List of state credit card holders	?	Office file
List of commercial credit card holders	?	Office file
Accident reports	?	Office file
Records of all payable accounts	?	Office file
Data on new car sales for all agencies and institutions with the exception of the Department of Highways, Game, Fish, and Parks, and the Highway Patrol	?	Office file
Data on used car sales for all agencies and institutions with the exception of the Department of Highways, and the Highway Patrol	?	Office file

state TREASURER

Receipts of state money from all sources for the fiscal year	Annual	Report
Summary statement of transactions of all funds within state treasurer's office	Annual	Report
Summary of receipts and disbursements listed for each agency	Annual	Report
Contents:		
Account		
Balance		
Receipts		
Credit transfer		
Debit transfer		
State tax funds	Annual	Report
Contents:		
Counties		
Inheritance tax		
Redfield state hospital and school		
County state tax		
Interest and income - common school fund apportionment	Annual	Report
Public building lands	Annual	Report

state TREASURER (continued)

Title/description	Frequency	Format
Statement showing Capitol Building debt	Annual	Report
Summary of cash accounts	Annual	Report
Inactive depositories	Annual	Report
Contents:		
Names and locations of banks		
Interest bearing time certificates		
Securities		
FDIC		
Investment funds	Annual	Report
Statement showing purchase price of shares of common stock of various investment funds	Annual	Report

public UTILITIES commission

Motor carriers - South Dakota - 1970 laws	?	Published
Contents:		
Rules and regulations relating to the operation of motor carriers		
Persons and property for hire in South Dakota		
Heavy Scales	?	Published
Contents:		
1969 laws relating to Heavy Scales		
Statutory rules and regulations relating to servicemen and service agencies for commercial weighing devices		
List of for-hire motor carriers of persons and property	Annual	Published
Contents:		
Names		
Addresses		
Permit or certificate numbers of motor carriers		

service to the VISUALLY IMPAIRED

Lions of South Dakota Rehabilitation Center for the Blind	?	Pamphlet
Contents:		
Description of the services made available through the center		
Purpose of the center		
So That All May Read	?	Pamphlet
Contents:		
Description of materials available to provide a means of reading for the visually handicapped		
Cost of such materials		
Application for use of reading materials		
Vision for the Aged	?	Pamphlet
Contents:		
Description of services available to residents of		

service to the VISUALLY IMPAIRED (continued)

Title/description	Frequency	Format
Vision for the Aged (continued) Description of services available to residents of nursing homes and homes for the aged (continued)	?	Pamphlet
South Dakota service to the visually impaired narrative justification	Annual	Report

division of VOCATIONAL-TECHNICAL EDUCATION

State Plan for Vocational-Technical Education Contents: Administrative procedures State laws Audit standards Five year projections on labor market needs Annual plan based on labor market needs	?	Report
Vocational-technical education brochure	?	Pamphlet
Application for approval Contents: Approval for school operation of all vocational programs such as agriculture, trade and industry, technical, business and office education, home economics education, and distributive education	?	Office file
Reimbursement form for equipment and supplies	?	Office file
Report of program operation Contents: Data necessary for the submission of approved salaries for reimbursement	Annual	Report
Local application Contents: Budget of each program Instructional qualifications for each program Facilities available Labor market needs	?	Office file
Enrollment breakdown Contents: Enrollment by ethnic group	?	Report

division of VOCATIONAL REHABILITATION

Agency operations report Contents: Case flow in the disability determination unit	Monthly	Report
Minor Medical Services - MDTA Contents: Number of MDTA clients served Total cost	Semi-annual	Report
Report of cases rehabilitated Contents:	Monthly	Report

division of VOCATIONAL REHABILITATION (continued)

Title/description	Frequency	Format
Report of cases rehabilitated (continued) Number of cases closed as rehabilitated Number of cases closed designated as public assistance recipients	Monthly	Report
Cumulative caseload report Contents: Flow of cases Number of cases in the various stages of development	Quarterly	Report
Social Security Disability Insurance beneficiaries in the Vocational Rehabilitation program Contents: Number of SSDI beneficiaries the agency is currently serving Number of SSDI beneficiary cases that have been closed	Quarterly	Report
Case service report Contents: Statistical history of an individual client in the Vocational Rehabilitation program	Quarterly	Report
Special rehabilitation projects Contents: Number of persons served or rehabilitated under special rehabilitation projects	Annual	Report
Financial report Contents: Combination of fiscal and statistical report of clients served during the fiscal year	Annual	Report
Welfare referrals Contents: Number of referrals and the disposition of them by district office	?	Report

WATER RESOURCES commission

State Water Right Contents: Vital statistics of the water user Amount of water desired Source of the water Location of point of diversion Use to be made of the water Location of such use Description of how such use will be accomplished Specifications of the well or dugout Data on water bearing materials Data on water storage Map indicating the points of diversion, lands irrigated, and the location of the major structural features such as dams, reservoirs, canals, ditches,	?	Office file

WATER RESOURCES commission (continued)

Title/description	Frequency	Format
State Water Right (continued) and pipelines	?	Office file
Water license		
Location notice	?	Office file
Contents:		
Vital statistics of applicant		
Purpose of the dam		
Location of the proposed dam		
Legal owner of the land		
Amount of water claimed		
Size and capacity of the reservoir		
Size of the watershed above the dam		
Driller's license	?	Office file
Contents:		
List of names and addresses of all licensed well drillers operating in South Dakota		
Observation wells information	?	Report
Contents:		
Well location		
Well driller		
Well specifications		
Depths and description of materials encountered in drilling		
Periodic depth to water measurements		
Chemical analysis of samples from the shallow wells and the artesian wells		
Irrigation data	Annual	Report
Contents:		
Amount of irrigation in each county		
Crops irrigated		
Amount of water diverted		
Days irrigation water was applied		
Method of irrigation		
Type of power used		
Land under irrigation permit which was not irrigated during the year		

department of public WELFARE

Report	Annual	Published
Contents:		
Review of past year		
Financial report		
Statistical report		
Report to the commission, division of service administration	Annual	Report
Contents;		
Children receiving service		
Children approved for day-care payments		
Movement of children for whom state funds are		

department of public WELFARE (continued)

Title/description	Frequency	Format
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South Dakota Food Stamp Program Participation Report Contents: Participation in the food stamp program by county	Monthly	Report
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South Dakota Indian Recipients of Public Welfare Contents: Breakdown of the Indian population according to public welfare statistics	?	Report
Research and statistics report Contents: Breakdown of the welfare programs within the state	Monthly	Report
Service administration memorandum Contents: Number of case loads Individual case loads lists Reports to the commission	Monthly	Report
Report to the commission, division of medical administration Contents: Summary of the total recipients and total expenditures of welfare payments to the blind, disabled, aid to dependent children, and Cuban refugees	Monthly	Report

department of public WELFARE (continued)

Title/description	Frequency	Format
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Compilation of information regarding statistical breakdown of welfare recipients and potential welfare recipients in the state	?	(Largely confidential)

INDEX

Notes on the use of this index:

1. All words are alphabetized word-by-word (nothing before something). For example this index uses....

Air National Guard	rather than	Aircraft
Air pollution control		Air National Guard
Air quality control		Air pollution control
Aircraft		Air quality control

2. Names of the agencies included in the Directory are in solid caps.
3. All punctuation has been ignored in the filing; strict word-by-word order is used.
4. A hyphenated word is treated as two words, space between.
5. Initials are filed at the beginning of each letter, as in most telephone books.
6. Very few entries will be found under common headings such as: South Dakota, state, or public. Choose the next word following.
7. Citations in the index are to the subject heading first, then followed by brief name of agency (initials in a few cases), and page number.
8. A heading connected with a semicolon (:) and followed with the words "Locations, etc." means that the citation appears to include directory information such as name and address.
9. The index carries very few specific titles of periodicals serials or other publications. These will be listed more fully in successive directory bibliographies.
10. Please report inaccuracies to the editor or the State Planning Agency.

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